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1993-94 UNOPA Sick Leave Policy Letter to Vice Chancellor

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May 24, 1993

Dr. John Goebel
Vice Chancellor of Business & Finance
210 Admin
City Campus 0425

Dear Dr. Goebel:

The current University of Nebraska-Lincoln policy for use of sick leave by managerial/professional and office/service employees for an illness or injury of a family member states:

You may use accrued sick leave for a maximum of five working days per occasion when illness or injury of a member of your immediate family requires your presence.

It has been noted that some supervisors feel they must strictly adhere to the five-day limit while others allow some flexibility. We propose on behalf of our organizations that the following wording be added at the end of the current sick leave policy:

When circumstances warrant, additional accrued sick leave may be granted with departmental approval. Employees and supervisors are encouraged to contact the Department of Human Resources for assistance if needed.

We feel the additional wording serves to "legitimize" the flexibility that is already being exercised by many supervisors in the University's decentralized system of personnel management. The amount of ^{paid} time office/service employees could take for family purposes would be limited by the amount of sick leave they have accrued. Managerial/professional employees with two years of service may be granted up to six months sick leave; however, this leave is limited by the existing policy that allows the employee's salary to be reduced by the amount necessary to hire a substitute. If there is disagreement between the employee and the supervisor regarding paid sick leave for care of a family member, or if either party simply wishes more information, the Department of Human Resources can be contacted for advice on what is "reasonable" based on how similar situations are handled at the University.

Sincerely,

Donna Liss, President
University Association for
Administrative Development

Kathy Bennetch, President
University of Nebraska Office
Personnel Association

Claudia Price-Decker, Chair
Chancellor's Commission
on the Status of Women

copy: Bruce Currin