

SICK PAY POLICY

Responsible Office: Human Resources

Update: January 1, 2021

Next Review Date: January 1, 2022



Webster University Sick Pay Policy

Sick Pay Policy for Full-time Staff and Administrators Effective January 1, 2021

All full-time staff and administrators with 1-4 years of service are awarded 10 days of absence with pay in accordance with their standard schedule during a calendar year, after they have completed 60 days of full-time equivalent employment. For the first calendar year of employment, those employed July 1 through October 31 will receive a pro-rated amount of 5 days following 60 days of full-time equivalent employment; those employed between November 1 through December 31 will receive 10 days award in the calendar year after their hire following 60 days of full-time equivalent employment. After 4 years of service, full-time staff and administrators are awarded 15 days of absence with pay annually. After the initial award, sick days are awarded in January each year and are cumulative from year to year.

Sick days are a fringe benefit and will not be paid to an employee at year's end or on resignation or termination. A terminating employee is not eligible to use sick pay on their last scheduled day of work.

Sick pay eligible employees may use sick time for the following purposes:

- (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, to obtain legal relief, medical attention, psychological counseling, safety planning, or other related services.
- (3) In a public health emergency, a public official closed the workplace, or the school or place of care of the employee's child.

"Family member" means any of the following:

- (1) A child, which for purposes of this policy means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This



definition of a child is applicable regardless of age or dependency status. (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. (3) A spouse. (4) A registered domestic partner. (5) A grandparent. (6) A grandchild. (7) A sibling. An employee must notify his or her supervisor as soon as possible or within an hour of normal starting time during the first day of absence from work.

The provisions of the Sick Pay Policy for Full-time Staff and Administrators supports the provisions of the California Healthy Workplaces, Healthy Families Act of 2014 and the Colorado Healthy Families and Workplaces Act effective January 1, 2021.

CALIFORNIA ONLY: Sick Pay Policy for California Part-time and Temporary Employees Effective July 1, 2015

All Webster University part-time and temporary employees who are employed at one of the University's campuses in the State of California, including adjunct, for a period of 30 or more days per calendar year are awarded 24 hours of absence with pay in accordance with the California Healthy Workplaces, Healthy Families Act of 2014 and the accrual limit allowed there under, after 90 days of employment. Twenty-four (24) hours of absence with pay are awarded on January 1st each year thereafter. Hours awarded for absence with pay for California part-time and temporary employees are *not* cumulative from year to year. Any hours not used by the end of the calendar year are forfeited.

California employees that separate employment and are rehired at one of the University's campuses in the State of California in a part-time or temporary capacity, including adjunct faculty, within one year of the date of separation, and had previously been employed with the University 90 days or more, will be awarded 24 hours of absence with pay upon rehire for immediate use; if previous employment was less than 90 days, previous days of employment will count towards the 90 day waiting period for the award of 24 hours of absence with pay and any previously accrued and unused absence with pay will be reinstated upon rehire for immediate use, not to exceed a total of 24 hours of absence with pay available or accrued for the calendar year. Twenty-four hours of absence with pay are awarded on January 1st each year thereafter. Hours awarded for



absence with pay for California part-time and temporary employees are *not* cumulative from year to year.

Sick days are a fringe benefit and will not be paid to an employee at year's end or on resignation or termination. A terminating employee is not eligible to use sick pay on their last scheduled day of work.

CALIFORNIA ONLY: COVID-19 Supplemental Paid Leave for Full-time or Part-time Effective September 16, 2020

California Labor Code Section 248.1 provides a supplemental payment equivalent up to two weeks for employee with a regular schedule or 14 times the average number of hours worked per day over the past 6 months for a part-time employee with variable schedule above and beyond any accrued benefit for the following reasons:

- A covered worker is subject to federal, state or local quarantine or isolation related to COVID-19
- A covered worker is advised by a healthcare provider to self-quarantine or self-isolate related to COVID-19
- A covered worker is prohibited from working by the University due to health concerns related to the potential transmission of COVID-19

The rate of pay for this COVID-19 Supplemental Paid Sick Leave is the highest of 1) the regular rate of pay for the last pay period; 2) the state minimum wage; or 3) the local minimum wage, not to exceed \$511/day or \$5,110 in total.

COLORADO ONLY: Sick Pay Policy Colorado Part-time and Temporary Employees Effective January 1, 2021

The Colorado Healthy Families and Workplaces Act covers all Webster University employees who are employed in the State of Colorado, including adjunct faculty. The act requires Webster to provide paid sick leave to employees under various circumstances. Employees can use accrued paid leave for the following safety health needs: (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care; (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other service needs; (3) has family member experiencing a



condition described in category (1) or (2); or(4) in a public health emergency a public official closed the workplace, or the school or place of care of the employee's child.

Part-time and temporary employees working in Colorado will accrue one hour of paid sick leave for every 30 hours of work up to 48 hours of paid sick leave a year beginning January 1, 2021 or date of hire, whichever is later. The paid sick leave does not terminate if not used within the year accrued, but rather rolls over to the subsequent year. Sick days are a fringe benefit and will not be paid to an employee at year's end or on resignation or termination. A terminating employee is not eligible to use sick pay on their last scheduled day of work.

COLORADO ONLY: Colorado Paid Leave under the Healthy Families and Workplaces Act Effective January 1, 2021

In compliance with the Colorado Paid Leave regulations, Webster will pay make available a one-time allotment of two weeks based on an employee's standard schedule of supplemental leave during a public health emergency (PHE) incorporating any sick time already accrued.

Process:

Hourly and salaried staff and administrators will accurately record sick time taken in the automated time and attendance system. Except where a state law overrides, salaried (exempt) employees are expected to access their own sick days in whole day increments; any absence during a day worked will not reduce their sick day balance. For employees who do not use the automated time and attendance system, or for request of the supplemental paid leave, employees will need to record sick absences and request sick pay on a "Semi-Monthly Absence Reporting" form: [Monthly Absence Reporting Salaried Employees](#) and submit the form to their supervisor for sign-off and submission to payroll@webster.edu no later than the pay period following that in which the sick time was taken.

A medical certification is not required for 3 days absence or less. However, if an employee is out for longer periods of absence or has a pattern of excessive absenteeism, the employee may be required to submit a medical certificate to return to work. For example, if an employee consistently calls in sick on Fridays or Mondays, before/after



holidays, etc. or exhibits other patterns of abuse of the policy. For absences of 3 or more consecutive business days, eligible employees must apply for a Family Medical Leave of Absence (see FMLA and [Leaves of Absence](#) for eligibility).