

Medical Leave

1. After not less than one 18-week term of continuous service, a full-time member of faculty shall be eligible for paid medical leave on the submission of a medical certificate from a registered medical practitioner, which is acceptable to the University. If medical leave is required during the time that a faculty member is taking leave for vacation, then no certification is necessary, unless such medical leave extends beyond the vacation period.
2. If a member of faculty is ill and unable to perform their required duties, the faculty member must submit a Sick Day notification, which will notify the Departmental Chair and other relevant faculty (e.g., clinical instructor Year Coordinators). Wherever possible, Sick Day notifications should be submitted the night before, or early on the day, so that alternative arrangements can be made to cover scheduled events.
3. After a maximum of two consecutive Sick Day notifications, the faculty member shall then be required to submit a medical certificate directly to HR (facultyhr@sgu.edu) from a registered medical practitioner that states the date on which the faculty member is expected to return to work, and to submit a leave of absence for medical reasons.
 - a. A total of 5 incidences of 2 days of Sick Days are permitted in a single calendar year, to a maximum of 10 days. These five sets of two days cannot be taken consecutively.
 - b. More than 5 incidences of 2 days of Sick Day notifications or more than 2 periods of Medical Leave of Absence in a single term may result in the faculty member being placed on paid leave (as per the eligibility terms below) or unpaid medical leave, to enable them to resolve their medical issues.
4. The following schedule represents faculty members' eligibility for paid medical leave for a medically certified disability:
 - a. After not less than one 18-week term of continuous service, faculty members will be eligible for 5 days of paid medical leave during the academic year
 - b. After not less than one year of continuous service, faculty members will be eligible for 10 days of paid medical leave during the academic year.
 - c. After not less than two years of continuous full-time service, faculty members will be eligible to receive full base salary up to a maximum of three months of medical leave during any three-year period.
 - d. After not less than five years of continuous full-time service, faculty members will be eligible to receive full base salary up to a maximum of three months of medical leave, plus 50% of their base salary, for an additional three months during any three-year period.
5. If medical leave is required in excess of six months the University will cease to have any financial obligation, regardless of length of service. No further salary would be paid until the individual is able to return to duty.
6. Administration reserves the right at any time to require either a second opinion or an Independent Medical Exam and will cover the cost of an independent review if required. Based upon information received in the independent medical report, the administration will use its discretion as to whether any further leave will be granted.
7. Faculty members are ineligible for professional travel during a period of medical disability/leave. Any bonus payments accrued during the academic year in which a medical leave occurred will be based on actual time worked.
8. Elective medical treatments/surgeries are not considered covered under a medically certified leave and should be scheduled during the vacation period and/or in consultation with the department chair to avoid disruptions to the department's activities.
9. Administrative disciplinary action up to and including termination of employment will be taken if it is found that a false medical leave certificate was presented.

Definitions:

- Sick day: a single period of acute medical illness for which a physician-issued medical certificate is not required

- Medical leave: a period of medical illness of more than 2 days, which requires a physician-issued medical certification and submission of a medical leave of absence.