Eastern Kentucky University
Revisions to Sick Leave Policy

Faculty/Staff

Current Policy (Faculty/Staff Handbook 1998-2000, page 59-60)

Sick-Leave Recordkeeping

It is the responsibility of individual members of the faculty/staff to inform the immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy and to initiate the appropriate form(s) which are available from the supervisor. Supervisors may require a health professional’s certification of illness.

Proposed Policy

Sick-Leave Utilization

It is the responsibility of individual members of the faculty/staff to inform their immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy and to initiate the appropriate form(s) which are available from the supervisor. At their discretion, supervisors, with the concurrence of Human Resources, may require a certificate from the employee’s doctor to verify absences due to medical conditions. Where deemed appropriate by the university, the employee will be required to submit to an additional examination and/or review of medical records by a physician provided by the university. The employee will have the option to select (within five working days) from three physicians selected by the university to verify the medical condition. This examination/review will be at university expense. Failure of the employee to submit to the examination or permit review of the prior medical records at the first available opportunity will result in the immediate suspension of sick leave until the matter is resolved. Such sick leave will be retroactively restored if the second physician’s statement supports the opinion of the first. If the opinion of the second physician is that sick leave was not appropriate then sick leave will be terminated.
If the two physicians’ statements conflict and the employee provides written notice of a desire to appeal the request for sick leave further, then an examination/review will be conducted by a third physician selected by the employee and university (in consultation with the first and second physician). The opinion of this physician will prevail and this examination/review will also be at university expense. If the third physician upholds the opinion of the second physician then sick leave will continue to be terminated. If the third physician agrees with the first then sick leave will be granted to the extent recommended by the third physician.
Eastern Kentucky University
Revisions to Sick Leave Policy

**Classified Employees**

**Current Policy** *(Handbook for Classified Employees, revised 1996, page 17)*

Sick leave is provided for the benefit of employees to use for the situations listed above and is not to be used for personal time. Abuse of sick leave may lead to disciplinary action. The supervisor may require a doctor’s certificate to verify absences in the case of suspected abuse.

**Proposed Policy**

Sick leave is provided for the benefit of employees to use for the situations listed above and is not intended to be substituted for personal time off. Abuse of sick leave may lead to disciplinary action.

At their discretion, supervisors, with the concurrence of Human Resources, may require a certificate from the employee’s doctor to verify absences due to medical conditions. Where deemed appropriate by the university, the employee will be required to submit to an additional examination and/or review of medical records by a physician provided by the university. The employee will have the option to select (within five working days) from three physicians selected by the university to verify the medical condition. This examination/review will be at university expense. Failure of the employee to submit to the examination or permit review of prior medical records at the first available opportunity will result in the immediate suspension of sick leave until the matter is resolved. Such sick leave will be retroactively restored if the second physician’s statement supports the opinion of the first. If the opinion of the second physician is that sick leave was not appropriate then sick leave will be terminated.

If the two physician’s statements conflict and the employee provides written notice of a desire to appeal the request for sick leave further, then an examination/review will be conducted by a third physician jointly selected by the employee and university (in consultation with the first and second physicians).
The opinion of this physician will prevail and this examination/review will also be at university expense. If the third physician upholds the opinion of the second physician then the sick leave will continue to be terminated. If the third physician agrees with the first then sick leave will be granted to the extent recommended by the third physician.