



SUBJECT:	Sick (Short-Term Disability and Safe Time Leave)
POLICY NO:	IV:12
APPLICABLE TO:	All Employees
PAGE NO:	1 of 5
EFFECTIVE DATE:	November 17, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that an employee should be protected against undue financial loss in the event of an illness of several days or longer. All eligible employees should save as much sick leave as possible to meet serious illness situations.

Therefore, it is the policy of HHRI for regular full-time employees to accrue one day (8 hours) of sick leave for each calendar month of paid employment. Sick leave is accrued on a month end basis and will not be eligible to use until the following month; i.e. - January's accrual cannot be used before February 1.

PART-TIME employees designated as a 0.5 FTE or higher level qualify for pro-rated sick leave benefits. Employees working less than a .5 FTE will accrue one hour of sick leave for every 30 hours worked, including overtime hours worked.

Paid sick leave may be used for any of the following reasons with supervisory approval:

1. Employee illness or injury.
2. Employee physician/dental appointments. Sick leave may only be used for the actual appointment and reasonable travel time to and from the appointment.
3. To care for an ill or injured child (including an adult child), step child, grandchild or step grandchild; spouse; sibling; parent, stepparent, parent-in-law or grandparent.
4. To care for another family member, with a serious health condition, living in the same dwelling.
5. Care for a family member during emergency school or place of care closure, including for inclement weather.
6. For purposes of obtaining assistance because of sexual assault, domestic abuse, or stalking ("safety leave").

Employees are required to contact their immediate supervisor/P.I. as soon as possible to request paid sick leave and establish a period of absence.

II. PROCEDURE:

- A. Sick pay benefits will be paid only for approved absences and for time when the employee would normally be scheduled for work.
- B. Eligibility for sick leave benefits requires the employee to contact his/her supervisor/P.I. prior to his/her scheduled work day that he/she is unable to work. Failure to notify the supervisor/P.I. in advance may void the claim for sick leave benefits. The supervisor/P.I. will determine how often the employee should call in to report his/her status.



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C. Upon request or through the FMLA application process, an employee may be asked to submit a physician's statement to Human Resources to verify his/her absence. Upon this request, it must be submitted within 5 business days or 15 business days if for a FMLA related absence. The physician's statement should outline the general nature of the employee's illness and when he/she may return to work.

D. The Minnesota Women's Economic Security Act (WESA) requires HHRI to provide reasonable accommodation to pregnant employees who have worked 12 consecutive months and on average of a .50 FTE or higher.

HHRI will provide more frequent restroom, food, and water breaks, seating, and lifting limits over 20 pounds, without proof of medical necessity. A temporary transfer to a less strenuous or hazardous position may be required where other accommodations are not possible. Employees are not required to accept an accommodation or take a leave due to pregnancy. The law requires the employee and employer to enter into an interactive dialogue regarding the reasonable accommodation.

The pregnancy accommodation law does not affect any other protection afforded for sex discrimination or pregnancy.

E. If accrued sick pay benefits are available, they may be utilized for compensation during the first three days of a work-related injury if Workers' Compensation benefits are not paid.

F. Accrued sick pay will not be paid as severance unless related to an established period of disability.

G. Sick pay benefits accrue as of the end of each month and can be used as accrued.

H. Accrued sick pay benefits must be used during an illness or disability period. Immediately following depletion of sick pay, accrued vacation pay may be used if desired.

I. Sick leave time can be used in one-day units or increments of quarter-hours at the option of the employee with supervisor/P.I. approval.

J. The amount of unused sick leave that an employee may accrue and carry over into the next year is unlimited for employees designated .5 FTE or higher. Employees designated less than .5 FTE may accrue up to 80 hours.

K. Sick pay should be recorded appropriately on the employee's online time sheet under "Pay Adjustment Type".

L. See Overtime Policy VI:12 for impact of sick pay hours on overtime.



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III. SICK PAY DURING FAMILY & MEDICAL LEAVE OR EXTENDED SICK LEAVE

- A. An employee who seeks paid sick leave benefits for more than 10 working days must submit a statement from a physician/health care provider, on the certification form provided by HHRI, demonstrating that he/she is unable due to his/her own serious health condition to perform the job and stating the expected duration of the inability to work.

If the medical information submitted is not, in the discretion of HHRI, sufficient to establish inability to work, the employee may be required to submit to an examination by a physician/health care provider selected and paid for by HHRI. Certification Form is available by calling HHRI Human Resources Department.

- B. Based on the information received by Human Resources, it will be determined if the employee is eligible for Family and Medical Leave or Extended Sick Leave.

C. Coordination With Family and Medical Leave (Policy IV:32)

1. In order to allow coordination of paid sick leave with Family and Medical Leave, an employee requesting paid sick leave will be required to provide enough information to allow a determination of whether the leave would also qualify for Family and Medical Leave. If the paid sick leave also qualifies for Family and Medical Leave, the employee must take both leaves simultaneously.
2. An employee who is eligible for paid sick leave may use the leave to care for child, step child, grandchild or step grandchild; spouse; sibling; parent, stepparent, parent-in-law or grandparent with a serious health condition on the same terms that apply to use for the employee's own serious health condition. An employee who seeks paid sick leave benefits for the care of a child, step child, grandchild or step grandchild; spouse; sibling; parent, stepparent, parent-in-law or grandparent for more than 10 working days must submit a statement from a physician/health care provider, on the certification form provided by HHRI stating that the child, step child, grandchild or step grandchild; spouse; sibling; parent, stepparent, parent-in-law or grandparent has a serious health condition, stating that the employee's presence is necessary to care for the child, stepchild, grandchild or step grandchild; spouse; sibling; parent, stepparent, parent-in-law or grandparent and stating the expected duration of the need for the employee's presence.

D. Extended Sick Leave

1. Employees who are not eligible for the Family and Medical Leave may be granted up to twelve (12) weeks of time off due to illness, accident, or maternity.
2. An employee's position will be held open for up to a maximum of six (6) weeks from the beginning of the leave of absence. After that period of time, HHRI reserves the right to fill the employee's position.
3. An employee who foresees being unable or unwilling to return to work at the end of the approved leave period should apply for the Extended Sick Leave up to six



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- (6) more weeks or for any other leave for which the employee is eligible (Unpaid Personal Leave Policy IV:24). The employment of any employee who does not return to work at the end of an approved leave period will be terminated as of the date the leave ends.
4. If the employee's position has been filled following a leave of absence longer than six (6) weeks, other suitable positions will be offered. If the new position is at a lower salary level, the salary will be adjusted accordingly. Employment will be terminated at that time if no suitable positions are available.
 5. Compensation will be provided by accrued sick leave if available. Immediately following the depletion of sick leave, accrued vacation and/or holiday time may be used if desired. If an employee elects to use accrued vacation and/or holiday time during a leave, it must be used immediately following the depletion of sick leave, if available or at the beginning of the leave; otherwise the employee will not be eligible to use it during any part of their leave. After three months of disability, an employee may be covered by long term disability insurance. (See Policy II:08.)
 6. Vacation and sick leave accrual and holiday pay will cease during any full month of unpaid leave time.
 7. The employee is not paid for a holiday which falls during a leave of absence unless paid time is used before and after the holiday.
 8. During the leave, the employee will remain eligible for group medical, dental, life, and disability coverage under the same conditions that apply to active current employees. HHRI will continue to pay its regular share of the premiums until the end of the month following twelve (12) weeks of leave (including FMLA).
 9. The employee must make arrangements to pay his/her regular share of the cost of all benefits during the leave. All insurance premiums and the contribution to the Health Care Spending Account or Dependent Care Account may be made:
 - a) Through pre-tax payroll deductions if leave is paid;
 - b) Prepaid through pre-tax payroll deductions if leave is unpaid; or
 - c) Submitted after tax on the 1st of the month of coverage.
 10. HHRI's contribution toward the cost of group medical and dental coverage will also stop when the employee fails to return to work at the end of a leave, when the employee advises HHRI that he/she does not intend to return to work, or when the employee fails to make a required payment of the employee's share of the cost within 30 days of when the payment was due, whichever happens first. At that point, the employee will be entitled only to elect any COBRA continuation coverage for which the employee is eligible. The 18-month COBRA period will be measured from the date HHRI provided coverage stops.



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11. If the employee does not for reasons within his/her control, return from leave and work at least 30 calendar days, HHRI may seek reimbursement for the premiums that it paid during the leave.