



## EXTENDED SICK LEAVE PROGRAM FOR ORDINARY FACULTY

• OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS • PROVIDENCE COLLEGE

### I. Federal/State Program:

Providence College abides by all requirements of the federal Family and Medical Leave Act (FMLA), the Rhode Island Parental and Family Medical Leave Act, and/or other state law entitlements. Under the federally-mandated FMLA, an employee will be eligible for a Family and Medical Leave of up to 12 weeks if (1) the employee has worked for the College for at least 12 months, and (2) the employee has worked for the College for at least 1,250 hours during the 12 consecutive months before the leave. A qualifying full-time employee may also be eligible for one additional week of leave, once in any two consecutive calendar years, under the state-mandated Rhode Island Parental and Family Medical Leave Act. Approved leaves begin with the first day of absence. The full details of this policy #HR-009 are available in the Office of Human Resources. Providence College reserves the right to obtain appropriate medical certification as needed.

### II. College Program:

In the event accident or illness renders any member of the Ordinary Faculty temporarily incapable of performing his/her duties, extended sick leave will be granted by the College in accordance with the following plan:

- A. During the first year of service, up to four weeks of sick leave with full pay;
- B. for each subsequent year of service, an additional four weeks of sick leave with full pay will be granted until the total accumulated reaches a maximum of twenty-four (24) weeks of paid sick leave.
- C. Sick leave will be deducted based on when classes are in session.
- D. If a member of the Ordinary Faculty experiences an extended absence from class for reasons of temporary disability, such as a serious health condition or birth/adoption of a child, after a semester begins and, if this extended absence will cause a serious disruption to the students and/or department, paid sick leave (using any and all accrued sick time) will be considered for the entire semester. Normally, this exception to the policy will be considered for a member of the Ordinary Faculty who has served the College for at least one year.
- E. Ordinary Faculty who have exhausted their sick leave allowance and are still unable to resume their duties shall either apply for a leave of absence without pay or resign. Final determination of their status shall rest with the Vice President for Academic Affairs, after consultation with the President, and the chairperson of the faculty member's department.
- F. During periods of extended sick leave with pay, the College will continue payment of premiums for fringe benefits (Pension Plan, medical and/or dental insurance, Group Life and Long Term Disability Insurance) for a period of up to six consecutive months. During any unpaid portion of the first six months of sick leave, the faculty member will be responsible for his/her contribution to the medical/dental insurance; pension contributions will not continue during an unpaid leave.
- G. After six months of continuous sick leave, the faculty member would apply for long term disability. If approved, the faculty member may apply for COBRA; however, the College will continue to fund its portion of the premiums for medical and/or dental insurance for an additional six months. Such persons will be billed by the College for their share of the medical and/or dental insurance premiums. Failure to reimburse the College within 30 days may result in the termination of the benefits.



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**III. Long Term Disability Insurance Plan**

- A. All new full-time Ordinary Faculty are enrolled in this plan on the first day of the month immediately following their date of hire.
- B. Payment of benefits under this plan commence after a waiting period of 180 days.
- C. The total premium for this program is paid for by the College.

**IV. Tenure, Promotion and Sabbatical Credit While on Extended Sick Leave**

While covered by the College's Program of Extended Sick Leave, up to six months will count toward eligibility for promotion and sabbatical. In consultation with the faculty member, up to six months of sick time may be credited toward the probationary period for tenure.

Approved by Fr. Brian Shanley, O.P., President, and endorsed by the  
Committee on Administration—3/27/2007.