§3311. Sick leave for unclassified; academic personnel

Each board vested with management and supervision of colleges and universities shall recognize the following sick leave policy for unclassified and academic personnel:

A. Employees, work weeks, and definitions

(1) Appointing authorities shall establish work weeks of forty hours per week for full-time employees. The purpose of establishing the forty hour week is merely to provide appointing authorities a system of accounting for and the taking of sick leave. Nothing contained in this Act or in any other provision of the Revised Statutes shall be construed as requiring academic teaching personnel, whether employed on a twelve month basis or on a basis other than twelve months, to be physically present in their classrooms, laboratories, offices, or any other place where their employment duties are performed, for the period of forty hours per week.

(2) Appointing authorities shall establish work weeks proportionate to Paragraph (1) for part-time employees.

(3) Daily attendance and leave records must be maintained for unclassified employees under the jurisdiction of each board. Each board may, in the exercise of its discretion, adopt an attendance form which is designed merely to indicate that academic teaching personnel were either present or absent from their usual duty posts during the usual working day of such personnel. The attendance record shall be signed by the employee and reported monthly to the personnel office.

(4) Definition of sick leave: Sick leave is leave with pay granted an employee who is suffering from a disability which prevents his performing his usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment.

B. Earning of sick leave for twelve-month employees

(1) Sick leave shall be earned by each employee who has a regular tour of duty.

(2) The earning of such leave shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each calendar month in accordance with the following general schedule:

(a) Less than three years of service: at the rate of one day of sick leave per month, or the equivalent thereof in hours.

(b) Three years but less than five years of service: at the rate of one and one-fourth days of sick leave per month, or the equivalent thereof in hours.

(c) Five years but less than ten years of service: at the rate of one and one-half days of sick leave per month, or the equivalent thereof in hours.
(d) Ten years but less than fifteen years of service: at the rate of one and three-fourth days of sick leave per month, or the equivalent thereof in hours.
(e) Fifteen or more years of service: at the rate of two days of sick leave per month, or the equivalent thereof in hours.
(3) No twelve-month unclassified employee shall be credited with sick leave for any calendar month:
   (a) until he has completed the calendar month in which he was employed;
   (b) during which he has been on leave without pay for ten or more working days;
   (c) while serving in the military.
C. Earning of sick leave for employees employed on basis other than twelve months
   (1) Sick leave shall be earned by each employee who has a regular tour of duty.
   (2) The earning of such leave shall be based on the equivalent of years of full-time service and shall be creditable at the end of each calendar month as follows:
      
      | Length of Contract | Service 3 but | Service 5 but | Service 10 but | Service 15 and over |
      |                   | Summer       | less than 5   | less than 10   | less than 15         |
      | Session Worked    | 3 yrs.       | 12 wks.       | 15 yrs.        | 21 yrs.              |
      | 9 mos.            | 12 wks.      | 15 wks.       | 18 yrs.        | 21 yrs.              |
      | 9 mos.            | 9 wks.       | 11 1/4 yrs.   | 14 yrs.        | 17 1/4 yrs.          |
      | 9 mos.            | 6 wks.       | 10 1/2 yrs.   | 13 yrs.        | 15 3/4 yrs.          |
      | 9 mos.            | None         | 9 yrs.        | 11 1/4 yrs.    | 13 1/2 yrs.          |

   (b) For contract periods less than twelve months but different from nine months a proportionate rate should be used.
   (3) No unclassified employee employed on a basis less than twelve months shall be credited with sick leave for the reason cited in Subparagraphs (a), (b) and (c) of Paragraph (3) of Subsection B of this Section.
   D. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.
   E. Transfer of sick leave.
      When an employee changes his position from one state agency to another his accumulated sick leave shall be forwarded to the new agency and shall be credited to him.