

**As the college enters the flu season, supervisors and chairs are reminded of the leave flexibilities available for the campus community. The college asks that supervisors help ensure that faculty and staff are familiar with their leave options.**

Skidmore College offers numerous leave programs, policies, and other paid time off flexibilities to assist employees prevented from reporting for work and performing their duties because of illness caused by the flu or if an employee is caring for a family member who is affected by the flu. Specific policy information is listed below. Supervisors and employees may consult with Human Resources' staff for policy guidance on the appropriate use of each program and policy.

<b>FACULTY</b>	<b>ADMINISTRATIVE (Exempt Staff)</b>	<b>SUPPORT STAFF (Non-Exempt Staff)</b>	<b>UNION</b>
Sick Leave	Sick Leave	Sick Leave	Absence Leave
Family Medical Leave	Vacation Leave	Vacation Leave	Vacation Leave
Short-Term Disability	Floating Holiday	Floating Holiday	Floating Holiday/Birthday
	Family Medical Leave	Personal Leave	Personal Leave
	Short-Term Disability	Family Medical Leave	Family Medical Leave
		Short-Term Disability	Short-Term Disability

**Below is summary information on some of the leave options for your reference. Please read the resources listed for more detailed information**

**SICK LEAVE –  
Non-Union Administrative/Professional (Exempt) and Support Staff (Non-Exempt) Employees**

If it is necessary for an Employee to be absent from work for one day or up to five consecutive days due to illness or injury (their own or a family member living in their household), they are eligible to receive full paid sick leave benefits. Employees must notify their Supervisor of the illness or injury as soon as possible in advance of their scheduled workday. Except during hospitalization or lengthy convalescence, Employees should inform their Supervisor daily of their progress and expected date of return to work.

The College reserves the right to require any staff member who is absent to provide a physician's note confirming the staff member was ill. For instance, patterns of absence that indicate abuse of the sick leave policy can be reason for requiring a medical certification and/or taking disciplinary action. **(NOTE: As a supervisor you must have HR approval before requiring any medical certification as all medical certifications will come to HR only)**

**ABSENCE LEAVE – Union Employees**

Union employees would also be eligible to receive full paid leave benefits for up to five consecutive lost days due to their own illness through paid leave outlined in their bargaining unit agreements. Employees should notify their supervisor of their illness as soon as possible in advance of their scheduled workday and keep their Supervisor apprised of their progress and expected date of return to work.

**SHORT-TERM DISABILITY INSURANCE  
Faculty, Administrative Professional, Support Staff and Union Employees**

Under NYS Disability coverage, Employees may be eligible for partial salary/wages if they cannot return to work after seven consecutive calendar days due to illness or non-work related injury (which is typically five consecutive work days), are under the care of a physician, and have been employed by the College for at least four weeks. Under the NYS Disability Plan, Employees are eligible to receive salary/wage payments equal to 50% of salary up to \$170 per week, for up to 26 weeks in a 12 month period. Employees may be eligible for supplemental salary/wage benefits in addition. Please refer to ***The Skidmore College Employee Benefit Plans*** booklet (<http://cms.skidmore.edu/hr/benefits/upload/EmployeeBenefitsSummary.pdf>) for additional information on supplemental salary/wage benefits or your respective bargaining unit contract if you are a member of a union.

As a supervisor, you should complete and sign a Disability Reporting Form upon an employee's 6<sup>th</sup> consecutive lost work day, or earlier in cases where it is known that the absence will exceed 5 consecutive work days. The Disability Reporting form is located at <http://cms.skidmore.edu/hr/forms/upload/DisabilityReportingForm.pdf> and should be faxed to Human Resources upon completion.

For further Policy Information, please refer to the following:

FMLA policy

<http://cms.skidmore.edu/hr/loader.cfm?csModule=security/getfile&pageid=602445>

For benefit forms

Employee

<http://cms.skidmore.edu/hr/loader.cfm?csModule=security/getfile&pageid=412186>

Family Member

<http://cms.skidmore.edu/hr/loader.cfm?csModule=security/getfile&pageid=412191>

Paid Leave:

Employee benefit summary

<http://cms.skidmore.edu/hr/benefits/upload/EmployeeBenefitsSummary.pdf>

Union contracts

<http://cms.skidmore.edu/hr/policies/union-contracts.cfm>