SICK LEAVE/DISABILITY PAY PROCESSING

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

For best results with the new "Mini-Manuals" consult the document "Getting the Most out of Mini-Manuals" prior to using this document.

If there are questions about information in this mini-manual, or, if after reading the entire manual, the information needed is not found, e-mail psguides@uvm.edu.

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Background

The University of Vermont recognizes that sick leave is accumulated over time and that an extended period of illness may occur at any time within a person's career.

As indicated in the staff/faculty manuals, any sick leave that exceeds 10 working days requires a Leave of Absence request and Personnel Action form. As a result of this business practice the University has defined when an extended use of sick time will be transferred to the central disability budget.

General Information:

- The transfer of a person's labor distribution to the central disability chart string does not mean that pay will continue beyond the amount of accumulated sick time. This program is for sick leave only and does not include vacation, personal, or compensatory time which are considered the responsibility of the employing unit.
- The transfer of extended sick leave payments to the central disability chart string applies to all funding sources within the University and is included as an expense in the University's benefit rate calculation.
- Restricted funds cannot transfer project budget dollars.
- Also note that the transfer of expense includes salary and benefits.

Initiate Extended Sick Time

Step-by-Step Instructions: Initiating Extended Sick Time

1. Print the distribution form for the employee. If help printing the distribution form is needed, see the instructions in the manual [Reports and Queries](#).

2. Make the following Changes to the Distribution form:
    - Vacation pay, holiday pay, personal time, comp time, etc. is not charged to the central disability account. The only kind of time that can be expended is accrued sick days.
    - Enter the effective date of the distribution change. It should be the 11th day of the paid medical leave.
    - Enter the combo code and chart string for the central disability budget.
    - Combo code = 000243053*
    - Chart String= 57120 01 00001 100 000100 905 XXXX 0209 0000 0000
    - Enter 100.00% for the distribution
    - The form should be signed and dated.

3. Attach the distribution form to the Personnel Action, and Leave of Absence Request form and route through normal institutional channels.

* Med Group Sick and Disability Leave

For the College of Medicine faculty in the Common Paymaster group use combo code 000264726: This includes individuals paid from Salary Account:

Employees included in this group:

Account Code	Name
50600	Med Group – Tenure Track
50610	Med Group – Non-Tenure Track
50620	Med Group – Clin NT Track Fac
50630	Med Group – Research Faculty

When the Paid Sick Leave Ends

1. Initiate the **Personnel Action** form to either extend the leave as non-paid or return the employee from paid sick leave.

2. Update the **distribution** with a new effective date and enter the labor distribution(s) applicable once distribution to the central disability chart string ends.

An Example:

- Bob goes on medical leave starting 12/21/10. His return date is 2/2/11.
- Bob is being paid for the whole time period from accrued sick time.
- The department is to pay the first 10 days (12/21/10 – 1/3/11).
- Central Disability budget pays from 1/4/11 – 2/1/11.
- However, there is a holiday on 1/17/11.

The Solution:

- Leave Bob on the department sources for 11 work days rather than 10. After the 11th day, Bob can go on the central account. In this case, the start date on the Central Disability account would be 1/5/2011.

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Where to Find Help with this Process

For questions related to the salary change process:

HRS Employee Information Ctr

HRSInfo@uvm.edu

656-3150

Related Links

Additional Resources

- Staff Handbook
- Faculty Handbook

Related Forms

- Personal Action Form
- Leave of Absence Form

Related Departments

- Human Resource Services
- Financial Analysis and Budgeting

Suggestions? Updates? Send an e-mail to psguides@uvm.edu

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