



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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Major Medical (Sick) Leave – 12-Month Employees

Policy:

Twelve-month permanent full-time employees shall accrue major medical (sick) leave in increments as follows below. Employees who work 20 hours or more per week will earn leave credit on a pro-rata basis. Accumulation amounts are unlimited.

Continuous Service	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	8 hours	96 hours
37 months to 8 years	7 hours	84 hours
97 months to 15 years	6 hours	72 hours
Over 15 years	5 hours	60 hours

The first eight (8) hours of absence due to illness will be charged to personal leave. Absence due to the same illness in excess of eight (8) hours will be charged to major medical leave. This must be for consecutive days.

For each absence due to an illness lasting 32 consecutive working hours or more (combined personal and major medical leave) major medical leave shall be authorized only when certified by the employee's attending physician.

When medical leave credits are inadequate to cover absences caused by the employee's illness, the time lost may be charged to personal leave. When the employee has exhausted all accrued leave time available, he/she must be placed on leave-without-pay status to the extent further leave is approved. When an employee returns to work after being placed on leave-without-pay status, an Electronic Personnel Action Form (EPAF) must be issued indicating the employee is again on active employment status.

Major medical leave may be used for absences due to illness of the employee's immediate family after the first eight (8) hours is charged as personal leave. The immediate family includes spouse, parents, stepparents, siblings, children, stepchildren, grandchildren, grandparents, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, brothers-in-law, and sisters-in-law.

Alcorn State University may require employees returning to work from medical leave to present certification of fitness for duty from their physician prior to returning to work.

Major medical leave balances are printed on pay stubs, and are available on Banner Online Services.