

# Advanced Sick Leave Request

*A maximum of ten days of advanced sick leave not yet earned can be requested once you have been employed (regular full time or half time) by UNE for at least one year.*

I, \_\_\_\_\_ (name) \_\_\_\_\_ (PRN) request that **10 days of sick leave** be advanced for my use as of \_\_\_\_\_ (date). I understand that this is a loan, and that this time must be earned and paid back to my account in full before I am authorized to utilize additional sick leave.

Effective 6/1/2014, in the event of my termination from employment, for any reason, I agree to compensate the University for any advanced sick leave that has not been, at the time of termination, re-credited. I authorize the University to withhold such amount from my final paycheck(s).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President of HR's Signature

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An example of what this will look like on your U-Online balance:

If you are a full-time employee you currently earn 8 hours of sick time every month you work. If you currently have a balance of 16 hours of sick time earned, and know you will be going out for surgery, you may want to consider requesting the maximum of ten days (80 hours) of advanced sick leave. When you miss the first two days (16 hours) from work, your sick balance on U-Online will show 0. If you miss another 5 days (40 hours), we will begin to utilize the approved advanced sick leave and your U-Online balance will now show -40. Once you return to work, as you work each month you will begin to earn and pay back your advanced sick leave. Once you work the first month, your -40 balance will move to -32 (which shows you paid back 8 hours of sick time). As you continue to work more months your balance will move closer to 0, showing you are paying back the borrowed time.