

## PAID SICK TIME POLICY FOR FACULTY

Bentley provides pay continuation for faculty who need a leave of absence due to their own personal medical condition, as outlined below. The provisions regarding the use of paid sick time set forth below are designed to comply with the Massachusetts Earned Sick Time law and work in conjunction with other Bentley policies related to leaves of absence. In all instances, a faculty member who needs time off due to their own personal medical condition and who is requesting pay continuation under this policy *must* contact Human Resources and submit required documentation to Lincoln Financial, the University's leave and accommodation management vendor.

Bentley offers paid sick time to full-time faculty members for their own physical or mental illness, injury or medical condition that requires home care, professional diagnosis or care, or preventative care. The amount of paid sick time available to faculty is based on their length of service as follows:

<u>Full Time Service</u>	<u>Paid Sick Time Available per Fiscal Year</u>
During first academic year	Up to 40 hours paid sick time
In academic years 2 and 3	Up to one month paid sick time
In academic years 4 and 5	Up to two months paid sick time
In academic years 6, 7 and 8	Up to three months paid sick time
In academic years 9, 10 and 11	Up to four months paid sick time
In academic years 12, 13 and 14	Up to five months paid sick time
In academic year 15 and higher	Up to six months paid sick time

In addition to the above, full-time faculty may use their available paid sick time to:

- Care for the faculty member's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional diagnosis or care, or preventative care;
- Attend a routine medical appointment for the faculty member or his/her child, spouse, parent or parent of a spouse;
- Address the psychological, physical or legal effects of domestic violence; or
- Travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Please note that an extended or regular intermittent absence for the above listed reasons requires a leave application process through Lincoln Financial. Faculty members are asked to reach out to HR directly for guidance on their individual situation.

Depending on the reason for an extended absence, other policies and practices may apply. Faculty should consult with the HR Business Partner for Academic Affairs to determine what policies and practices may apply to their situation and what the faculty member's obligations may be. In all cases, faculty members should make their department chair aware of the need for time away from work.

If Human Resources receives a request or it comes to the attention of Human Resources that a faculty member is experiencing a situation that may be covered under a job protected leave (Family Medical Leave Act/FMLA or Massachusetts Paid Family and Medical Leave Act /MAPFML) or may require an accommodation, Human Resources will be in touch to review options and help the faculty member initiate the application process with Lincoln Financial.

Unused sick time will not be paid to faculty while they are employed or upon termination of employment.

Related policies:

[Family and Medical Leave Act \(FMLA\) Policy](#)

[Massachusetts Paid Family and Medical Leave Act \(MAPFML\) Policy](#)

[Massachusetts Parental Leave Policy \(non-FMLA leave\)](#)

[Faculty Parental Leave Policy](#)