

Subject: Sick Leave
Policy Number: S60
Date: April 25, 2003
Reviewed:

POLICY:

Faculty who fail to meet a scheduled class because of illness will notify the Director of such absence. Sick leave is accrued on a monthly basis, and as such, is a financial benefit.

Sick leave for staff will be in compliance with University and State personnel regulations.

PROCEDURE:

When a faculty or staff member will be absent due to sickness or medical appointments, she/he will notify the Director. Appropriate information, filed by the faculty member, will be sent to the Personnel Office to record the absence.

(To obtain an official copy of the sick policy, contact the USC Division of Human Resources.)