



## HAIGAZIAN UNIVERSITY

### ABSENCE DUE TO SICKNESS WITH AND WITHOUT PAY

Name:

Title:

Department:

#### SICK LEAVE WITH PAY

1. **Sick leave for full-time faculty** is accumulated on the basis of one day per month worked (ten days in an academic year) and may be accumulated up to a maximum of 60 days. Sick leave enables the faculty member who is absent for reasons of health or disability to receive regular salary during the absence. (Faculty Personnel Policies and Procedures p. 40)

No. of days: \_\_\_\_\_

Address while on leave:

#### MEDICAL LEAVE OF ABSENCE WITHOUT PAY

2. **A full-time faculty member may be granted a medical leave of absence** for a period of up to one calendar year if there is good and sufficient reason. Medical leaves are normally granted upon termination of sick leave benefits. No salary payments are normally made nor accumulated during this leave period. The contract is suspended and no benefits will accrue. During a medical leave of absence, the HU contribution to group insurance will be continued as long as the faculty member contributes his/her share. (Faculty Personnel Policies and Procedures p. 40)

No. of days: \_\_\_\_\_

Address while on leave:

#### MAKE-UP PROCEDURES:

#### INFORMATION ABOUT SUBSTITUTE:

Name:

Degree:

Email:

Tel. no.:

Date:

Signature:

#### APPROVALS

Chair of Dept.

Signature:

Date:

Concerned Dean

Signature:

Date: