



## **Recording Sick Time for Medical Faculty less than half-time (ML) and Fixed-Term less than half-time (TL) Faculty**

The supervisor or department appointed approver will submit the sick time on behalf of the Medical Faculty less than half-time (ML) and Fixed-Term less than half-time (TL) Faculty.

For these non-benefit eligible faculty, earned sick time is calculated based on semester appointment level. This earned sick time is frontloaded and is available for immediate use during the current calendar year. Unused earned sick time does not carry forward from one year to the next.

Sick time should be reported in 1-hour increments and not exceed the amount of sick time available in the individual's bank.

For more information on the Earned Sick Time Act and when you may use your earned sick time, please refer to [CMU's Michigan Earned Sick Time \(ESTA\) policy](#) or the [Michigan Department of Labor & Economic Opportunity's Earned Sick Time Act \(ESTA\) poster](#).

### **Procedure**

#### **View employee's sick accrual banks**

Sick time banks for faculty can be seen in SAP - Managers Desktop on the "Dept Leave Quota Info" Report. Employees will be able to see their sick time balances on their pay statements.

#### **To record sick time**

To record approved sick leave, the department (supervisor or designated individual) must send an email to [payroll@cmich.edu](mailto:payroll@cmich.edu) with the following information prior to 4:00 PM TimeClock Plus deadline for semimonthly payroll.

- Employee Name
- Employee Campus ID number
- Type of leave – Sick
- Date of leave
- Number of hours (1-hour increments)

Payroll will respond confirming that hours have been keyed for processing.

