



Sick Leave Policy for Support Staff Employees

By: Sharon Clarke
Manager of Disability Services



Sick Leave

Support Staff Employees

- Credited with 12 days of sick leave on the employee's anniversary date of each year, provided that they:
 - work at least 50% of a regular work schedule, and
 - have completed at least six months of service at the Institute
- New employees are credited with one day of sick leave after the first six months of employment
- At the end of the first six months of service, they are credited with one additional day of sick leave for each month remaining until the next anniversary date
- Unused sick leave may be carried over and accumulated to a maximum of 192 days.

Extended Sick Leave

- Begin with the work day following the day the employee has exhausted sick leave (including personal leave).
- Requires one year of service working at least half time
- For each period of disability, the Plan provides Extended Sick Leave as needed up to a total of 26 weeks (in any 12 month period), with pay as follows:
 - 75% of the employee's base salary up to 26 weeks
 - Employees represented by a Union must satisfy the 5 day waiting period before the start of ESL payments

Sick Leave Policy Comparison

Administrative Staff

- Up to six months
100% of base salary
- Upon Hire
- No ESL
- No Accrual
- No Personal Time

Support Staff

- Paid accrued balance
@ 100% of base
salary
- Accrue up to 192
days maximum
- Qualify for ESL @
75% of base salary
(after one year of service)



Family Medical Leave Act FMLA

- The Act provides up to 12 weeks unpaid job-protected leave per year.
- Requires 12 months of employment
- Upon return from leave, employee will be reinstated to same or equivalent position with same pay and benefits.



Mass Maternity Leave Act (MMLA)

- The Act provides up to 8 weeks unpaid job-protected leave per year.
- Requires 3 months of full time employment
- Upon return from leave, employee will be reinstated to same or equivalent position with same pay and benefits.

Jane Doe
Pregnancy and Childbirth Related Leave
Support Staff

	Beginning Balance	Usage	Pay During Period of Absence
Sick Time	4 weeks	4 weeks	Full Pay = 100%
Extended Sick Leave (ESL)	4 weeks	4 weeks	75% of base salary
Unpaid	2 weeks	2 weeks	No Pay = 0%
Vacation	2 weeks	2 weeks	Full Pay = 100%
FMLA Usage	12 weeks	12 weeks	Sick Time, ESL, Unpaid, & Vacation

Contact Information

Sharon Clarke

Email: clarke@mit.edu

Team email: Hr-dsmlo@mit.edu

Ext: 8-0617