



Policy Title: Health Leave

Policy Number: BU-PP 403

Date Issued: October 31, 2017

**Responsible Executive: Vice President & Chief
Human Resources Officer**

Date Last Revised: December 18, 2023

Responsible Office: Human Resources

Health Leave BU-PP 403

Policy Statement

Baylor University (the “University”) provides Health Leave pay for Eligible Employees according to the following specifications.

The Sick Time policy has been updated and replaced with Health Leave effective 1/1/2024. All sick time hours transitioned to Health Leave 1/1/2024.

Reason for the Policy

Baylor University recognizes the need to provide paid time off for Eligible Employees for reasons relating to the mental health and/or physical illness of an employee, their spouse, children or parent. Paid time off is also provided for attending healthcare and dental appointments for employees, their spouse, children and parent.

Individuals/Entities Affected by this Policy

Staff employees and benefit eligible temporary employees

Exclusions

Faculty members, student employees, and short-term temporary staff

Related Documents and Forms

University Policies and Documents

- 400 [Benefit Eligibility Classifications](#)
- 406 [Non-Compensated Leaves of Absence](#)
- 408 [Family and Medical Leave Act \(FMLA\)](#)
- 412 [Group Long-Term Disability](#)

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- 446 [Worker's Compensation Insurance](#)
- 802 [Work Hours/Schedules](#)
- 807 [Staff Disciplinary Actions](#)

Definitions

These definitions apply to terms as they are used in this policy.

Eligible Employee	Staff and benefit eligible temporary employees
Accrual; Leave Time	Hours accrued per hours worked according to the employee benefit category
Short-Term Temporary Staff	Staff positions that are temporary and/or intermittent/seasonal in nature and do not qualify for leave accruals or other employee benefits
FTE (Full-Time Equivalency)	The Sick Time policy has been updated and replaced with Health Leave effective 1/1/2024. All sick time hours transitioned to Health Leave 1/1/2024.
Pay Period	One Full-Time Equivalency is equal to one employee working 40 hours per week. (0.75 FTE = 30 hours per week; 0.50 FTE = 20 hours per week). A position FTE percentage is determined by the following formula: $\text{Scheduled Hours Per Week divided by } 40 = \text{FTE}$ $\frac{\text{Scheduled Weekly Hours}}{40} = \text{FTE}$
Bi-Weekly	Period of time an employee works for compensation. Please see the schedules on the payroll site for further information. <ul style="list-style-type: none"> • Bi-weekly pay period starts on a Saturday at 12:00 a.m. and ends on the second Saturday at 11:59 p.m. • Monthly pay starts on the first day of the month at 12:00 a.m. and ends on the last day of the month at 11:59 p.m.
Monthly	Employee who is paid every two weeks (non-exempt employees)
Timecard	Employee who is paid at the end of every month (exempt employees)
	University approved means for reporting non-exempt hours and leave hours

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	askHR@baylor.edu https://hr.web.baylor.edu
Timecard Entry Questions	Payroll Office	254-710-2217	Payroll_Office@baylor.edu https://payroll.web.baylor.edu

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Responsibilities

Eligible Employee	<ul style="list-style-type: none">• Report the need for health leave as soon as possible to supervisor or department head.• Request health leave through the system put in place by the University
Supervisor or Department Head	<ul style="list-style-type: none">• Validate the reasoning for paid health leave and approve the use of health leave.
Payroll Office	<ul style="list-style-type: none">• Provides instruction for recording of holiday hours and alternate schedules for submission of timecards; posts annual holiday schedule.

Principles

Baylor University provides health leave pay for Eligible Employees according to the employee's FTE and accrual rate.

Use of Health Leave

Health leave is available for all of the following qualifying events listed below.

- Mental healthcare or physical illness of an employee
- Mental healthcare and physical illness of employee's spouse, child or a parent (includes stepparent)
- Healthcare and dental appointments for employees, their spouse, child or parent (includes stepparent).

Please refer to [BUPP 410 – Group Insurance](#) for the definition of spouse and child.

In order to balance employee needs with University needs, supervisors may counsel staff that have patterns of excessive and/or frequent absenteeism that may place the employee at risk for disciplinary action in consultation with HR. (Qualified Family Medical Leaves do not fall into this category of excessive absenteeism). Please also reference [BU-PP 802](#) and [BU-PP 807](#).

Availability

Eligible Employees begin to accrue health leave hours immediately upon employment. Eligible Employees are eligible to request health leave immediately upon accrual. Health leave will not be paid in advance.

Accrual of Health Leave hours

Accruals in the chart below are based on 1 FTE (40 hours per week).

Pay Period	Accrual hours per pay period	Maximum accrual balance (hours)
Monthly	7.33	320
Bi-Weekly	3.38	320

Accrual of Health Leave hours – Less Than 40 Hours Per Week

The accrual rate for part-time staff is a percentage of the full-time accrual rate. This percentage is calculated by dividing the employee's weekly approved, scheduled hours by 40. **The maximum accrual is 320 hours for regular, full-time positions. For less-than-full-time positions, the maximum accrual will be a percentage of the maximum hours for regular, full-time positions. For example, the maximum accrual for a regular, part time 20-hour/week position is one-half the maximum 320 hours for regular, full-time positions, or 160 hours.** Please see below for accrual rate calculation.

Health Leave Accrual Formula

For positions that are scheduled for less than 40 hours per week, the hours accrued per pay period and the maximum accrual balance will be prorated based on the 40-hour per week FTE accrual rates.

To determine the accrual hours per pay period, use the following formula:

$$FTE \times 40 \text{ Hour FTE Accrual Rate}$$

To determine the maximum accrual balance, use the following formula:

$$FTE \times 40 \text{ Hour FTE Maximum Accrual Balance}$$

Procedures

An illness or other need for health leave shall be reported as soon as possible to the employee's supervisor or department head. Health leave accrual shall be calculated using the table above and the accrual formula.

Approval

Health leave hours may be applied with notification, otherwise, the absence will be recorded as non-worked hours. A statement from the attending physician is required of 4. Health Leave (BU-PP 403)

staff members applying for more than three consecutive days of health leave time for himself or herself or any other eligible family member (see “Use of Health Leave”). In order to validate an absence, a physician’s statement of illness may be required at any time if requested by the supervisor, department head, Human Resources, or Payroll.

Tracking Health Leave

Health Leave is tracked using the processes and systems put in place by the University.

Payment

Payment for health leave to bi-weekly employees is included in the regular scheduled paycheck provided that the Timecard and comments were submitted with the employee’s time record and approved in accordance with the University policy. The employee will not be paid off in excess of accrued health leave hours.

Available health leave will be used for a Family Medical Leave within the guidelines of this policy and the University Family Medical Leave Policy. See [BU-PP 408](#). A staff member who has exhausted the allowable health leave may be separated from the University, unless a formal request for “Non-Compensated Leave of Absence” (see [BU-PP 406](#)) is approved and submitted to Human Resources.

Separation from Service

Upon separation from service, unused health leave has no cash value in the employee’s final pay.

- Unused health leave will be reinstated if an employee is rehired within one year of separation.
- If a full-time employee separated from service is rehired within one year on a part-time basis, the reinstated health leave balance will be prorated based upon a prorated percentage of the full-time equivalency status.

Example: A full-time 40-hour/week staff employee separates from service with 200 hours of health leave accrual and within one year is rehired to a part-time 20-hour/week position. The reinstated health leave will equal 100 hours.

Multiple Assignments

When an Eligible Employee is working more than one assignment (job position), each assignment will accrue health leave separately based on the FTE for each assignment.

In the event an Eligible Employee who is working more than one assignment has an assignment end, the health leave balance of the ending assignment will be added to the remaining assignment’s health leave balance. If in doing so causes the employee to

exceed the maximum accrual balance of the remaining assignment, the health leave balance of the remaining assignment will be capped at the maximum accrual limit for that assignment.

Example: A non-exempt staff member is hired into a second assignment. Details of their assignments and health leave accruals are in the table below:

	FTE	Accrual Rate	Current Health Leave Balance	Maximum Accrual Balance
Assignment 1	.50	1.69	120	160
Assignment 2	.50	1.69	80	160

If Assignment 2 is ended, the current health leave balance for Assignment 2 will be combined with the current health leave balance for Assignment 1. The balance of Assignment 1 will be capped at 160 hours.

Policy Changes

Temporary emergency modifications of this policy, such as a change to the requirement for medical documentation, may be made at the discretion of the Chief Human Resources Officer based on business needs and/or associated with a natural or manmade disaster.