Annual Report of the Faculty Welfare Committee

The Faculty Welfare Committee met weekly during the first semester, and once so far this semester. The following matters pertaining to Faculty Welfare were investigated by the Committee.

Sick Leave Policy. The University Committee requested that we look into this. A survey conducted by the Committee last year showed that a majority of the faculty was in favor of continuing the current practices. However, merger makes the formation of a definite, stated policy a necessity. The Committee gathered data on sick leave policy from various other universities and also consulted a working copy of the Madison proposal. The Committee then formulated a sick leave policy proposal which was forwarded to the University Committee for further action (copy attached marked Exhibit A of Document 778).

Tuition Waiver for faculty and staff. In investigating this question, raised by a faculty member, the Committee discovered that Chapter 37 institutions have such a waiver but Chapter 36 do not. We therefore recommended to Assistant Chancellor Komsi that in the merger system waiver of tuition should be extended to all faculty and staff.

Fringe Benefit Statement. The Committee learned that the Fringe Benefits Office had compiled a list of fringe benefits, which it distributes to new faculty. The Committee recommended the addition of some explanatory statements and that copies should be distributed to all faculty. These copies were distributed by the Fringe Benefits Office on January 20, 1973.

Tax Deferred Annuities. The Committee has been receiving reports from Mr. Berenz on the progress of the committee considering this possible fringe benefit. A report will be forthcoming.

Car Leasing. At the request of a faculty member, the Committee investigated the possibility of car leasing as an option for all faculty. However, we have not yet found a company interested in leasing on a large scale.

Health Services. The Committee checked to see if there were any health services available on campus for the faculty. It was learned that the Health Services Office is financed from student fees and is therefore generally available to the faculty only on an emergency basis.

Car Insurance. The Chairman conferred with Mr. Arthur Palacheck regarding complaints about the Omaha Indemnity Company's performance. He agreed that it was unsatisfactory and arranged to have our car insurance from the Hartford Insurance Company. Permission was then given for him to circulate a notice about this insurance to the faculty.

Faculty Input. The Committee is very conscious of the fact that many decisions concerning fringe benefits are being made at an administrative level with little or no faculty input. The Committee deplores this and encourages the faculty to seek greater participation.

Respectfully submitted,
The Faculty Welfare Committee
Mary Ann Burns, Chairman
La Verne Gebhard
Robert Holzhauer
Arthur Schoellner
Harriet Sweetland
Jack Wasserman
SICK LEAVE POLICY FOR MEMBERS OF THE ACADEMIC STAFF

Report of the Faculty Welfare Committee to the University Committee

Absences of academic staff of the University of Wisconsin-Milwaukee because of personal illness, injury or pregnancy, as well as attendance on the children or spouse of a staff member whose condition requires the staff member's direct care will be subject to the following leave policy, effective _________________.

The policy is applicable, without regard to extent of appointment, to all academic staff other than graduate assistants or visiting appointees who are covered by sick leave provisions at their home institutions.

I. Accumulation of Leave

1. Contingent upon acceptance of an academic appointment, a staff member will have sick leave up to six calendar months (131 working days) with full pay. This leave may be drawn upon as required by illness, injury, disability or pregnancy.

2. After one year of service, additional cumulative leave will be earned by all members at the rate of one and one-half working days per calendar month of service.

3. A staff member may use his entire accumulated compensatory sick leave for a single illness if that is medically required. When the member returns from such sick leave, he will have one month's sick leave available immediately. After six months of additional service, he will begin to accumulate additional sick leave at the usual rate.

4. Income Continuation Insurance will commence when all sick leave is used up.

5. If a staff member takes sick leave, the rate of sick leave compensation shall be the rate of salary which the staff member would have received normally.

6. A staff member utilizing, paid or unpaid, leave continues to accumulate sick leave during the period of absence, unless the absence is for non-university, non-professional purposes or unrelated to illness or disability.

7. Sick leave days unused by the time of retirement may be credited, at the rate of 50%, as service in computation of a staff member's retirement benefits.
II. Faculty with Teaching Responsibilities *

1. For short absences it is assumed that classes will be covered by colleagues or that classes missed will be made up by the faculty member concerned. In either instance sick leave need not be used. If no such provisions are made, the faculty member should use sick leave.

2. In any semester in which a faculty member who has teaching responsibilities is absent for a prolonged period because of illness, injury or pregnancy, the provision of this policy shall be modified as follows by mutual agreement between the Executive Committee of the Department or Unit and the individual faculty member:

   a) If a faculty member's duties are assumed by colleagues for the duration of the semester, as has been the traditional way of covering teaching responsibilities, the absent individual will not be required to use sick leave until the end of the semester in which the absence began.

   b) If a replacement is appointed to assume the faculty member's responsibilities he or she must use sick leave.

Whichever of the above situations obtains during the semester in which the absence commences, the absent staff member will be required to use sick leave thereafter.

III. Leave for Maternity Purposes

1. Female members of the academic staff may use sick leave for maternity purposes during the prenatal, delivery and postdelivery periods. As is the

* For the purposes of this document, lecturers and instructors with teaching responsibilities shall be accorded the same sick leave provisions as members of the teaching faculty. Visiting faculty whose home institutions do not provide for sick leaves shall also be covered by the provision.
case with other absences, a medical certification may be required for extended use of sick leave. In the semester after the one in which delivery occurs, irrespective of her medical condition, the staff member shall be granted, upon her request, leave without pay for the semester.* In the case of a non-tenured faculty member such leave will not be counted in the calculation of probationary time.

2. A female staff member who anticipates taking leave for maternity should so inform her supervisor as early as possible. In the case of teaching faculty such notice should be given to the department chairman no later than one month prior to the beginning of the semester in which she expects to take leave if she intends to exercise Option #1, and no later than two months prior to the beginning of the semester if she intends to exercise Option #2. The choice of options will be a matter of mutual agreement between the individual faculty member and the Executive Committee of her Department or Unit.

Option #1: A teaching or non-teaching staff member may opt to continue her normal duties through pregnancy using accumulated sick leave as needed for prenatal, delivery and postdelivery care while physically unable to perform her duties. Thereafter, she may take additional consecutive days or the remainder of the semester as unpaid leave at her option.

Option #2: A female member of the faculty who has teaching responsibilities and who expects parturition during an upcoming semester may, with two months advance notice, elect to receive a combination of paid and unpaid leave for the entire semester. In order to minimize disruption of the academic program and the attendant demands on students and staff, the University finds it in its best interest to convert accumulated sick leave to a cash payment of all or a portion of the leave during the semester of delivery in order to encourage teaching

*Either parent may receive leave in the semester following the birth of the child. However, if both parents are employed by the University only one may receive such leave for child care.
academic staff to elect this option. Accordingly, a female member of the staff electing Option #2 may at her option receive at the regular pay period a sum representing all or whatever portion of accumulated sick leave she desires. If the sum is greater than her regular salary for one month, payments shall be made in successive months in sums no greater than her regular salary, until the designated total is expended. The remainder of the semester will be on leave without pay. Leave under Option #2 does not count in the probationary period.

IV. **Leaves Without Pay for Medical Reasons**

A staff member whose sick leave is exhausted may request and shall be granted leave without pay. Such leave shall not affect his rights under income continuation insurance.

V. **Resumption of University Duties**

After extended sick leave a member of the non-faculty academic staff must give the Dean, Director, Department Chairman, or Principal Investigator at least two weeks notice of intent to return. Faculty with teaching responsibilities must give notice of intent to return at least one month prior to the beginning of the semester of return. This clause may be waived under special circumstances by mutual agreement between the faculty member and the department chairman.

VI. **Effect on Contract and Probationary Period**

An individual shall not receive sick leave compensation beyond a previously established non-renewal or retirement date. In the absence of a previously established non-renewal date, sick leave of a semester or more shall upon the employee's return extend the contract or specified appointment period either (1) by the amount of paid or unpaid sick leave or (2) by the amount of appointment remaining when sick leave began, whichever is less.
VII. Cancellation and Reinstatement

All unused sick leave is cancelled upon termination, resignation, or discharge of a staff member, but not upon retirement (see section I.7). If a staff member leaves campus employment, unused sick leave will be reinstated if the staff member is reappointed by any university department within one year.

VIII. Use of Sick Leave During Other Leaves of Absence

A staff member on paid nonmedical leave of absence shall have all the usual sick leave benefits. A staff member normally shall not be entitled to sick leave during unpaid nonmedical leaves of absence except when it has been determined prior to granting of such leave that the staff member will not have adequate sick leave coverage during the unpaid leave. A staff member on unpaid leave shall not receive compensatory sick leave from more than one source nor shall his total compensation while on sick leave exceed that of his current appointment figure.

IX. Certification

In cases of extended absence, or excessive absence, for illness, injury, or pregnancy, medical certification may be required.

X. Allowance for Past Service

On the effective date of this policy staff members shall have sick leave accumulation totaling the amount of sick leave the individual would have accumulated during previous years of service if the new policy had been in effect during those years of service, assuming that no sick leave was used.

XI. Records

Records of sick leave entitlement and of absence due to illness should be maintained by each department or equivalent unit and be available to the Dean's office.
XII. Exceptions

1) Nothing in this policy shall terminate benefits or commitments previously made to persons absent for medical reasons on the effective date of the policy.

2) This policy, if restrictive, may be modified under extraordinary circumstances on individual appeal to the Chancellor.

3) Provisions of this policy may be modified by mutual consent of the faculty and the administration.

Faculty Welfare Committee

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