

 Yale Radiology and Biomedical Imaging  Title: Sick Leave	SOP 0010.000	Effective Date: March 2022
	Version 5	RAD Mission/ Clinical Operations
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Approval: Rob Goodman, MD		Date: March 2022

### A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the Department of Radiology's sick leave policy, including policy when mandatory quarantining is needed even if the faculty is not actually sick. A robust sick leave policy provides security for faculty, improves staff retention and fosters good departmental relations by demonstrating a compassionate environment.

### B. Scope

The SOP applies to all YDR clinical faculty.

### C. Procedures

1. Occasional days of absence for may be necessary for acute and unpredictable illness, and for medical procedures.
  - a. There are 4 sick days available to all clinical faculty.
  - b. Any additional time off should be made up using personal time/PTO.
  - c. No clinical days or shifts may be worked during the period of sick leave
  - d. YDR may require a medical certificate from the individual's physician after 3 days of absence.
  - e. The 4 initial sick days should be taken from academic/administrative time. Sick days will not alter one's clinical target.
  - f. Sick days should be used only for faculty personal illness.
  
2. Sick time absences of up to 2 weeks
  - a. Base salary will continue to be paid during this time.
  - b. Make up clinical days should take place during academic/PTO days unless the period of absence takes place during the last four months of the academic year (March to June).
    - In this scenario, faculty will remain eligible for the current year's Productivity Supplements, but clinical work days missed will be made up during the following academic year.
  - c. YDR may require a medical certificate from the individual's physician after the 2<sup>nd</sup> week of absence.

- d. Mandatory quarantining & COVID-19 (if applicable) - If the faculty member is sick and unable to work, standard sick leave policy will be followed for the duration of the illness. If the faculty members recovers, but is still under mandatory quarantine, efforts should be made to facilitate remote/home work days where possible.
    - If the faculty member is placed in quarantine for reasons other than acute illness, efforts should be made to facilitate remote/home work days where possible.
    - For days during quarantine where working remotely is not possible, normal sick leave policy will be followed. This means that academic/PTO days will need to be used when the faculty member cannot work clinically from home.
3. Continuous sick leave absences of between 2 weeks and 6 months
    - a. Base salary will continue to be paid during this time. ED contract will be adjusted for completion of effort. Annual Clinical Day Equivalent expectation will be prorated for time off.
    - b. Eligibility for Clinical Productivity Supplement will be prorated depending on the length of absence.
    - c. Academic Supplement eligibility will not be dependent on length of leave.
    - d. YDR may require a medical certificate from the individual's physician every 2 weeks of absence thereafter.
    - e. This level of coverage may be discontinued at any time at the Chair's discretion.
  4. Continuous sick leave absences of greater than 6 months
    - a. The Office of the Provost should be consulted, and the University's long-term disability policy may apply. department's financial responsibility would cease.
    - b. Faculty can apply for CT Paid Family Medical Leave (PFMLA) income replacement benefits and may be eligible to receive income replacement for up to 12 weeks in a 12-month period of time. The amount of income replacement depends on the employee's income, and is calculated by a formula up to a cap of \$780 per week (rate subject to change at the state's discretion).

**D. References**

[https://ctpaidleave.org/s/?language=en\\_US&gclid=CjwKCAjwxOCRBhA8EiwA0X8hi2SsQMMv7t9kIHhucc7InOaE8Gzmn3fK19WuS4170oYk99FumcfwdBoCeJ4QAvD\\_BwE](https://ctpaidleave.org/s/?language=en_US&gclid=CjwKCAjwxOCRBhA8EiwA0X8hi2SsQMMv7t9kIHhucc7InOaE8Gzmn3fK19WuS4170oYk99FumcfwdBoCeJ4QAvD_BwE)

<https://your.yale.edu/policies-procedures/forms/family-medical-leave-act-fmla>

Reviewed by Rob Goodman, Regina Hooley, Marla Pella, Serena DelBasso

**E. Revision History**

Version	Date	Reason For Revision
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3	June 2019	4.15 and 4.16 added to promote equity/transparency across sections and faculty who use and do not use the sick day time
4	Set -Oct 2020	Edits made to include Covid and quarantine guidelines. CME and vacation days have also been converted PTO.
5	March 2022	Updated and added reference to CT FMLA