

# Reporting Sick Time Use in the Flex System

## *New Provostal Memo clarifies when short-term illnesses must be reported*

As noted in last month's issue of *Works*, the Provost Office has now developed, with input from AAUP Chapter staff and from faculty members, a policy document that clarifies when it is necessary and appropriate for faculty to report short-term illnesses as "sick leave" use. For these purposes, "short-term" means any illness that lasts for fewer than 14 days. (Once a faculty member is ill for 14 days or more, "extended sick leave" comes into play (see *Article 17.9 of the AAUP-UC collective bargaining agreement*)).

If a faculty member is suffering from a short-term illness, such as a bad cold or a quick-acting flu, that affects performance of duties as described in the Provost's memo (see below), hours need to be deducted from that faculty member's accumulated sick leave time.

You can see how much sick leave time, in hours, you've accumulated by looking at the line on your pay statement entitled "Long Term Sick." (it's counter-intuitive, but the label on the pay statement says "long term sick" but those hours are utilized for both short-time and long-term sick leave.)

The mechanics of reporting sick time use are fairly simple. First, **go into the FLEX system** (<https://www.ucflex.uc.edu>) using your 6 + 2 login ID and password.



**Authentication Required For:  
UC Flex Enterprise Portal**

You are connecting to a UC website that requires authentication. Please enter your UC Central Login Service Username and Password to continue. [Login Help](#)

**!** Is this your first time logging in?  
You will need to do a couple of things first.  
[Start here](#)

A screenshot of the UC Flex Enterprise Portal login page. It features a grey background with white text and input fields. There are fields for "Username (6+2)" and "Password", each with a "Get My Username" and "Change My Password" link respectively. A "Log In" button is positioned below the password field. Below the login fields, there is a link for "Forgot your password?" with instructions to use "password self service" or call 613-616-4616, and a "Login Help" link.

Once you've logged in, **click on "Employee Self Service"** in the top left corner of the screen, directly below your name ("Welcome Jane Smith" -- we've blacked out the employee's name in this example).

A screenshot of the UC Flex Employee Self Service (ESS) page. The page has a red header with "UNIVERSITY OF CALIFORNIA" and "Employee Self-Service" tabs. The main content area is titled "UC Flex Employee Self Service (ESS)" and contains instructions on how to use the ESS. It lists several actions users can take, such as displaying and printing pay statements, updating direct deposit bank information, updating tax withholding (Form W-4 and various 530e forms), updating HR mailing address and phone numbers, emergency contact, and family member and dependent information, and checking eligibility for benefits or viewing current participation. It also includes a note to look up personal data.

Next, select “Time Off from Work Request” at the overview page.



**Overview**

- Benefits and Payment**  
Display the plans in which you are currently enrolled, and/or enroll in new benefit plans.  
Display your pay statement.
- Personal Information**  
Manage your addresses, bank information, and information about family members and dependents.
- Your Pay Statement and Online W2 Services**  
View pay statement and online W2 services.
- Time Off From Work Request**  
Request Time Off From Work

Then select “Sick Leave” under “Type of Leave” and enter the number of hours you are reporting.



**Leave Request**

1 Display and Edit      2 Review and Send      3 Completed

▼ Hide Calendar    ► Show Time Accounts    ► Show Overview of Leaves

October 2014							November 2014							Dec				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo			
40	28	29	30	1	2	3	4	44	26	27	28	29	30	31	1	48	30	1
41	5	6	7	8	9	10	11	45	2	3	4	5	6	7	8	50	7	8
42	12	13	14	15	16	17	18	46	9	10	11	12	13	14	15	51	14	15
43	19	20	21	22	23	24	25	47	16	17	18	19	20	21	22	52	21	22
44	26	27	28	29	30	31	1	48	23	24	25	26	27	28	29	1	28	29
45	2	3	4	5	6	7	8	49	30	1	2	3	4	5	6	2	4	5

■ Sent    ■ Approved    ■ Request Posted    ■ Multiple Entries    ■ Rejected

To request or report leave, enter the required data and choose Review.

Type of Leave:      FMLA     Work

(Do NOT select “Faculty Sick Bank.” That is a special category for which prior approval is required.)

If you ever, unfortunately, need to go on “Extended Sick Leave,” i.e., a sick leave of 14 days or more, (see *Article 17.9 of the AAUP-UC collective bargaining agreement for details*), contact your academic unit head and College business administrator for help in completing the needed forms.

If you have questions about using the FLEX system to input your sick leave time, please contact UC Benefits or your college business administrator.

–Deborah Herman, PhD  
Executive Director, AAUP-UC Chapter

*The Provost’s guidelines on the circumstances under which faculty should report short-term sick leave follows on the next page.*

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To: AAUP Faculty  
Colleges and Academic Units

From: J. Matthew Serra  
Vice Provost for Academic Personnel  
Office of the Provost

Subject: Guidelines for AAUP Faculty Reporting of Short-Term Sick Leave

## I. Introduction

Audits conducted by the University of Cincinnati's Office of Internal Audit have revealed that faculty rarely report short-term sick leave. For use in this guidance document, short-term sick leave refers to illnesses or injuries of duration of less than 14 days (e.g., common cold, flu, bronchitis, etc.). The purpose of these guidelines is to remind faculty of their responsibility to report such sick leave and to provide guidance on how to do so.

## II. The Collective Bargaining Agreement Requirements

Article 17 of the CBA provides for sick leave for faculty. Relevant portions of that Article are summarized below.

### ***Accumulation – Article 17.1***

AAUP Faculty accumulate sick leave at the rate of 15 days per year pro-rated on a monthly basis up to a maximum of 300 days.

### ***Use of Sick Leave – Article 17.2***

Accumulated sick leave may be used by a faculty member “whenever he or she is unable to attend to his or her duties because of personal illness, injury, exposure to contagious disease which could be communicated to others” or for the illness or injury of a family member or domestic partner.

### ***Reporting Sick Leave – Article 17.4 and 17.5 (emphasis added)***

When using full or partial sick leave days, the faculty member “shall immediately notify his or her Academic Unit Head and advise of the estimated duration of absence.”

“All use of full or partial sick leave days must be reported to the Academic Unit Head on the appropriate University form.”

The Time Off From Work (TOFW) form under UC Flex Employee Self Service (ESS) is the appropriate form for reporting sick time, and can be found at [www.ucflex.uc.edu](http://www.ucflex.uc.edu).

## III. Guidelines for Taking and Reporting Short-Term Sick Leave

The University of Cincinnati understands that faculty members do not punch a 9-to-5 time clock, but rather work in a flexible and highly varied employment environment. In order to accommodate this flexibility and at the same time apply the collective bargaining agreement requirements with some uniformity across faculty with very different work expectations, the following guidelines are provided:

- Arrangements to cover a class or other scheduled obligation either by the faculty member or the institution do not mitigate the fact that the faculty member was away from his or her work assignment and sick leave should be charged accordingly.
- If a two-semester faculty member is ill on a day when no class, lab, faculty/committee meeting, office hour(s), or any other University-based obligation is scheduled, he or she will find another time to do the work he or she would have done that day. No sick leave should be declared.
- A two-semester faculty member who misses a class, lab, faculty/committee meeting, office hour(s), or any other University-based scheduled obligation due to illness must report sick leave for that day.
- 12-month faculty members must report sick time for an illness on any weekday, unless the illness falls on an official University holiday.

**Examples:**

Example 1 - Dr. Smith teaches a MWF class schedule. If ill Monday through Wednesday, he must report an appropriate amount of sick time for the two days of classes missed. If he is ill Tues through Thursday, he must report an appropriate amount of sick time for the one day of class missed.

Example 2 - Dr. Jones teaches a TTh class schedule. If ill Monday through Friday, she must report an appropriate amount of sick time for the two days of classes missed. If ill Thursday through Monday, she must declare an appropriate amount of sick time for only the one day of class missed.

Example 3 - Dr. Rhode attends a scheduled class in the morning but misses an afternoon class or meeting because of illness. He should report an appropriate amount of sick time.

Example 4 – Dr. Street is ill and misses a unit retreat that takes place prior to the start of Fall semester. She should report an appropriate amount of sick time.

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