

March 1, 1995

**ADMINISTRATIVE MEMORANDUM NO. 3**

To: Vice Presidents, Deans, Directors, Department Chairs, and Other  
Administrative Officials

From: Gordon H. Lamb, President

Subject: Sick Leave, All Employees

Sick leave is a benefit intended to provide continuation of compensation during a period of illness or to cover doctor's visits required during normal working hours.

Board of Governors Regulations provide that the employer may require satisfactory evidence of illness before authorizing payment for sick leave, through contact with the employee's physician or health care provider.

Sick leave must be earned or credited in accordance with Board of Governors Regulations, Civil Service Rules or bargaining unit contract provisions, if applicable, before it can be taken; negative balances will not be permitted. In the event that no sick leave is available, the employee shall be given leave without pay. Normally vacation leave shall not be used to cover sick leave. In the case of Civil Service and A&P