

# Faculty Sick Leave

## What you need to know

You are entitled to paid sick leave of up to 2 work weeks for each separate occurrence. Use of sick leave is defined in the CBA:

<https://sites.ewu.edu/hr/unions-and-contracts/united-faculty-of-ewu-ufe/#Art11>

Absences due to illness, injury or disability are reported to your chair via the Faculty Sick Leave form: <https://sites.ewu.edu/hr/files/017/08/Faculty-Sick-Leave-Form.doc>

Check with your chair regarding the specific department or college procedures to follow when you need to call in sick.

The faculty member and the chair are responsible for making arrangements to cover or reschedule classes missed due to sick leave.

Need to talk to someone about a need for a short term disability?  
Contact Human Resources regarding the application form and procedures:

- Kim Nesper, HR Consultant 1, 509-359-6904, [knesper@ewu.edu](mailto:knesper@ewu.edu)
- Caren Lincoln, HR Manager, 509-359-2384, [clincoln@ewu.edu](mailto:clincoln@ewu.edu)