

# Memo

TO:

FROM:

DATE:

SUBJECT: Use of Sick Time

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The purpose of this letter is to advise you of your sick leave usage for calendar year \_\_\_\_\_ and to inform you of the University's Sick Leave Policy requirements in the event you charge 15 or more days. A review of your attendance records indicates that you have charged \_\_\_\_\_ days to sick leave thus far during calendar year \_\_\_\_\_. While your time charged does not exceed the 15 day threshold, there is a concern regarding the emerging pattern of sick leave usage.

The William Paterson University Sick Leave Policy states that employees may be required to submit proof of illness or injury when an employee has been absent on sick leave for an aggregate of more than 15 days in a 12-month period. In addition, a supervisor may require proof of illness or injury when there is reason to believe that an employee is abusing sick leave.

If your sick leave usage was due to a death in the family, you may submit documentation verifying this information to the Payroll & Benefits unit, at [payroll@wpunj.edu](mailto:payroll@wpunj.edu), if you have not already done so.

Further, our Employee Assistance Program (EAP) provider, Higher Ed EAP, can be confidentially reached at 800-252-4555 to assist you in dealing with the issues that may be contributing to your absenteeism. At this point, this is a voluntary option available to you. Additional information regarding the EAP's services is available from Human Resources.

c: Personnel File  
Payroll & Benefits  
I. Montoya