

SOM Guidelines Regarding Collegial Sick Leave for Faculty (UPDATED July 2023)

- [The University of Maryland System \(USM\) policy regarding Sick and Safe Leave for Faculty Members \(II-2.30\)](#), section II, refers to “Collegial Sick Leave”. The primary principle for establishing Collegial Sick is to protect students by having each institution create a procedure for continuing instruction when faculty members are absent for any reason, including illness, injury, or childbirth.
- When faculty members are absent for brief periods of time for the above stated reasons, they may be eligible to request to use the “collegial” method of accommodating that absence. This is when colleagues of the faculty member agree, on a voluntary basis, to assume responsibilities for the absent faculty member’s classes, instruction, and other essential functions, in addition to carrying out their own regular duties.
- Colleagues who voluntarily agree to assume responsibilities for a faculty member who is going to be absent as described above should be appropriately qualified to carry out the necessary instruction and other duties. Arrangements for substitutes among colleagues should accompany the written requests for the use of leave (see below/next bullet point)
- For **faculty in the School of Medicine (SOM)**, requests to use Collegial Sick Leave should be submitted to the Department Chair, in writing, for approval. *Note: copies of the request and approval should be shared with department payroll so it can be documented that Collegial Sick Leave is being used.*
- The **maximum** number of days that a faculty member may use Collegial Sick Leave is 25 in each fiscal year. Therefore, any amount of leave up to the 25-day maximum may be requested/approved. Departments are not obligated to approve the maximum number of days when this type of leave is requested and used.
- It is not always appropriate to request or receive approval for Collegial Sick Leave. This category of leave should not be used in lieu of accrued/paid leave in all instances. Collegial Sick Leave is not a guaranteed “leave benefit” for all faculty members; it is a provision allowed by the Board of Regents for certain circumstances/conditions as defined in the policy (UMS II – 2.30).