BLACK HILLS STATE UNIVERSITY
REQUEST FOR ADVANCED SICK LEAVE

NAME _____ Banner ID: _____
(Please print)

In accordance with the Administrative Rules of South Dakota (ARSD) 55:01:22:03, I am submitting a request for_____ hours (cannot exceed 224 hours) of advanced sick leave. I have complied with these rules and have used (or will use) the balance of my annual and sick leave before using advanced sick leave, and have been employed for at least one year.

REASON FOR REQUEST

_____

_____
(Use reverse side if additional space required)

Is this request for advanced sick leave eligible for and designated as family medical leave?
☐Yes ☐No
If yes is checked, please contact Human Resources for additional information.

NOTE: A DOCTOR'S STATEMENT MUST BE ATTACHED TO THIS REQUEST.
I understand that sick leave earned in the future cannot be used and will be applied to my negative sick leave balance each pay period. I further understand that should I terminate while I still have a negative sick leave balance the following methods may be used to repay the advanced sick leave:

1) Annual leave earned will be applied to the negative sick balance;
2) My current payroll warrant may be canceled and applied to the negative sick leave balance;
3) Hours worked may be applied to the negative sick balance;
4) If I am eligible to receive a longevity check upon termination, my longevity warrant may be canceled and applied to the negative sick leave balance;
5) In the event that the annual leave earned, current warrant and hours worked are not adequate to repay the negative sick balance, I will reimburse the State of South Dakota at the base pay I am receiving at the time of termination.

Signature:_____ Date: _____
Employee

RECOMMEND APPROVAL: (additional statement may be attached)

Signature: _____ Date: _____
Supervisor

Verification of Criteria:_____ Date: _____
Human Resources

Recommended Approval:_____ Date: _____
President

After processing by the President, this form and attachment will be returned to Human Resources for forwarding to the Board of Regents Office and the Bureau of Personnel. The Commissioner of the Bureau of Personnel must approve all advanced sick leave before it is granted.