

1. PURPOSE

The University provides income protection to employees who are on sick leave.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

1. An employee who is absent from work for any reason, including illness, must inform his/her supervisor as soon as possible of his absence and, where possible, of his expected date of return. This may be done by telephone, text message, e-mail or (in the case of faculty members) using the "cancel class" web form available through the faculty portal on the AUP website.
2. An employee who is temporarily indisposed may absent him/herself from work for a maximum of two days without a doctor's note. These days may be declared as "Personal Days", up to six of which will be paid each calendar year. "Personal Days" in excess of six days per year are unpaid. Employees who feel unwell for longer than two days, or whose illness is more serious than a temporary indisposition should consult a doctor.
3. When a doctor considers a patient to be too ill to work, the doctor issues a medical prescription of leave (*Arrêt de Travail*).
4. The employee must ensure that the *Arrêt de Travail* form is fully completed, and send the top two copies to the Social Security office of the *Département* where (s)he lives and the third copy to AUP. In case of multiple employers, photocopies of the third copy may be submitted. These documents must be mailed within 48 hours of being issued by the doctor.
5. When an employee is hospitalized, the hospital provides a *Bulletin d'hospitalisation* which should be addressed to the employer. There is no requirement to file this document with the Social Security, who are directly informed of the hospitalization.
6. Insofar as the appropriate documents are received by AUP in a timely manner, the employee receives his full salary for the first 90 days of absence due to illness. AUP receives the sickness indemnities from the Social Security and processes these indemnities through the payroll in such a manner as to ensure that the employee's income is properly declared.
7. As of the 91st day of illness, AUP ceases paying the employee. The sickness indemnities from the Social Security are paid directly to the employee.
8. Before the 91st day of illness, AUP opens a dossier for indemnification with the *Prévoyance* (disability) insurance company.
9. As of the 91st day of illness, the employee forwards his/her Social Security indemnity payment notifications to the Office of Human Resources, which in turn forwards them as part of the *Prévoyance* dossier.
10. Payments from the *Prévoyance* insurance are made to AUP, and are then paid to the employee via the payroll.
11. Because of handling time, payments from the *Prévoyance* company are sometimes made up to two months late. If such an occurrence creates a hardship situation for the sick employee, he/she is encouraged to contact the Director of Human Resources in order to arrange for a loan to be issued.
12. Sick pay (from both the Social Security and the *Prévoyance* insurance) is limited to 1,095 days (three years). At this time (at the latest), the employee will normally be declared an invalid and entitled to receive an invalidity pension. The Office of Human Resources will assist the employee in any way possible and appropriate throughout this procedure.

4. RESPONSIBILITIES

The employee is responsible for obtaining and filing the appropriate doctor's note or hospitalization certificate. The employee is responsible for forwarding proof of payment of Social Security sickness indemnities to AUP.

The Office of Human Resources is responsible for filing the appropriate documents for reimbursement by the different organizations.

5. DEFINITIONS

"Employee" Any person who is linked to The American University of Paris by an employment contract.

6. APPROVALS & HISTORY

This longstanding policy was reviewed in February 2018. The next review is in November 2021.

7. ISSUING OFFICE AND CONTACT

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