



Health and Wellness Policies

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Educational Benefits Policy

Policy and Enforcement

One of the many benefits offered at WCU is the waiver of tuition for eligible employees, their dependents and some non-dependent children. This waiver provides financial assistance of 100% tuition waiver for undergraduate courses and 50% for masters level courses. This provides you an opportunity to enroll in courses with your supervisor's approval.

Following one year of employment, full-time employees are eligible for a tuition waiver for themselves, their spouse, child, or stepchild. Students must maintain academic standards, pay all applicable fees, and if residing on campus, must pay the regular dorm and cafeteria charges. Children and stepchildren are eligible until the end of the academic year of their 24th birthday.

Up to two (2) undergraduate courses per trimester will be covered 100% tuition free.

Up to two (2) graduate level courses per trimester will be covered 50% tuition free.

Employees are responsible for fees, and the courses must be taken outside of scheduled work hours (1 course per trimester allowed during work hours with supervisor approval and make up of missed time on that same day.)

Enrolled employees are required to complete a service agreement: Agreement requires two (2) additional years of service after completing an undergraduate degree or leaving the program and three (3) additional years of service after completing a graduate degree or leaving the program.

Do you know how to apply for a tuition waiver?

Step 1) Apply for and be accepted for admission to the university.

Step 2) Complete a FAFSA (contact Financial Aid for assistance).

Step 3) Register for classes.

Step 4) Completed the tuition waiver on HR's Sadernet page under Frequently Requested Forms.

Step 5) Await further instructions from HR via email.

Approved by WCU BOT 8/1/23

Scope

All WCU Employees

Origin Document(s)

WCU Staff Handbook

WCU Faculty Handbook

WCUCOM Faculty Handbook

Related Procedures

WCUCOM will maintain plans for student, faculty, and staff health and wellness. These policies include: Fatigue Mitigation and Wellness, Immunizations, Infectious and Environmental Hazards, and Student Liability Insurance, LOA, PTO, Benefits

Contact

WCU Human Resource Office

601.318.6126

Faculty and Staff Benefits and Wellness Policy

Policy and Enforcement

Faculty and Staff wellness is supported in a myriad of ways at William Carey University. Faculty are under twelve-month contracts but are not required to be in the office unless students are present and/or curricular planning is occurring. They do not submit a timesheet, so schedules are flexible to allow for research, health, and wellness. Faculty are given the same holidays as staff. Staff are given multiple holidays and paid time off. Faculty and staff are also provided with health insurance, tuition benefits, and a retirement package.

Additionally, the campus wellness program at William Carey University was launched in academic year 2022-2023. While primarily motivated by student health, staff and faculty can take advantage of the programs listed in the following description. It is a comprehensive initiative inspired by the National Wellness Institute's six dimensions of wellness. It addresses all aspects of well-being, promoting a holistic approach to health. Through physical wellness, it offers fitness classes, nutritional guidance, and health screenings, fostering healthy habits. Emotional wellness is nurtured through the services of the Student Counseling Center, stress management workshops, and mindfulness practices, ensuring emotional resilience. Social wellness thrives with community-building events and networking opportunities, fostering meaningful connections with the students and the community. Intellectual wellness is promoted via events focused on expanding hobbies and life skills that encourage lifelong learning. Occupational wellness is addressed through promotion, time-off benefits, health insurance, and retirement plans. Lastly, the program focuses on spiritual wellness, offering meditation sessions and reflective practices that contribute to a greater sense of purpose and inner peace. In summary, the campus wellness program holistically nurtures William Carey University's well-being through these interconnected dimensions, enabling them to lead healthier, more fulfilling lives.

Faculty and staff are highly encouraged to attend the myriad of extracurricular activities offered at WCU. Faculty and staff receive free tickets to all sports, theatre, and concert events offered.

Finally, University discounted rates are provided at several local facilities, including the YMCA and Merritt Wesley Hospital Wellness Center.

Approved by WCU BOT 8/1/23

Scope

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601.318.6126

BENEFITS ELIGIBILITY CHART

Employment Status	Holidays	Annual Leave (Vacation)	Sick/Personal Leave	Jury-Civic Duty Leave	Military Leave	Family Medical Leave	Sabbatical Leave	Leave of Absence	Education Benefits for Employees	Education Benefits for Dependents	Health Insurance Benefits	Retirement Programs	F.I.C.A.*	Workman's Compensation	Long-Term Disability Insurance	Group Life Insurance
Full-Time Employee 12 Months (Including those with faculty rank)	A	A	A	A	A	F	A	A	A	A	A	C	C	A	A	A
Part-Time Employee (Employed on a 12 month basis working less than 40 but more than 19 hours per week).	B	B	B	F	F	F	B	B	B	B	E	C	C	A	E	E
Part-Time Employee Working less than 20 Hours Per Week and Temporary Employee (Employed on an established work schedule for a period not to exceed 4 1/2 months).	B	B	B	B	B	B	B	B	B	B	B	B	C	A	B	B

*Optional for Ministers

KEY:

- A Fully Eligible
- B Not Eligible
- C Mandatory
- D Must work at least 20 hours per week
- E Must work at least 30 hours per week
- F Eligible-Unpaid Leave

Faculty Recusal Policy

Policy and Enforcement

Any WCUCOM health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. This should not limit any faculty member from responding to a student emergency.

Faculty who have established or intend to establish a therapeutic relationship with a student should report the required recusal to the Senior Associate Dean or the Associate Dean, Clinical Sciences as soon as safely possible, either of whom will report the recusal to the WCUCOM Dean

Scope

All WCUCOM faculty, staff, and students-including adjuncts

Origin Document(s)

WCUCOM Faculty

WCUCOM Student Handbook

Related Procedures

Faculty Conduct

Contact

WCUCOM Associate Dean, Clinical
Sciences

601.318.6084

Fatigue Mitigation and Wellness Policy

Policy and Enforcement

Background / rationale

Stress and fatigue is a common experience in medical school. The longitudinal curriculum is expansive in volume, depth and students are required to assimilate, integrate and apply material in increasingly complex labs, simulations, cases and written cognitive examinations. This along with the competitive environment of academic standing and future medical residency training places steady stress on students. When this continual stress is combined with a lack of sleep, poor unhealthy eating habits, demands for attention from family, lack of physical activity, and poor time management it can result in physical as well as emotional exhaustion and can have negative impact on academic performance, health and well-being. The intent of this policy is to be proactive in providing education and resources to prevent and mitigate stress and fatigue, as well as to promote strategies for lifelong approaches to health and wellness as a component of professional responsibility.

Purpose

WCUCOM is committed to promoting medical education, safety and well-being in a supportive educational environment and ensuring students appear appropriately rested and appear mentally and physically fit for educational responsibilities. This policy provides guidance on methods available to provide education and provide available resources regarding:

- Recognizing the signs of fatigue and sleep deprivation;
- Understanding strategies for alertness management, protect against fatigue and strategies to mitigate fatigue; and
- Learning about mental health and available resources for stress management and strategies for overall life balance.

Definitions

Medical Student: Any medical student enrolled in the WCUCOM undergraduate medical education program, including preclinical and clinical training years.

Fatigue: The policy addresses Fatigue at a level causing cognitive and/or motor impairment. Fatigue is defined as weariness or exhaustion from exertion and stress and it can manifest in physical and/or mental symptoms causing impairment in functioning. The symptoms of fatigue are extremely varied, including but not limited to: lack of energy/motivation, difficulty concentrating, impaired reasoning, anxiety, or mood swings. Physical abnormalities can also contribute to fatigue. These include, but are not limited to, the following: sleep apnea, depression, anemia, impaired cardiopulmonary health, thyroid malfunction, and diabetes. Prescription and over-the-counter medications, including those used in treating the aforementioned diseases, can also increase the symptoms of fatigue.

Procedure

Students are responsible for completing the curriculum on fatigue, health and wellness. Any concerns regarding fatigue, health, and wellness, including perceived symptoms (stress, anxiety, depression, exhaustion, etc.) of self or others, may be reported to administration (COM Dean, Associate Dean of Student Affairs, Associate Dean Academic Affairs, or Associate Dean Clinical Sciences). Appropriate steps will be taken to investigate the concern confidentially and identify appropriate strategies to address the concern.

Steps

The following steps will be required to address Fatigue Mitigation that causes impairment and inability to continue with required academic or professional duties:

- Individuals are strongly advised to seek medical attention from a physician to ensure that there are no other acute health concerns that might require medical attention;
- If a student will miss an exam, the steps of the WCUCOM the exam policy must be followed;

Scope

All WCUCOM students

Origin Document(s)

WCUCOM Student Handbook

Related Procedures

WCUCOM will maintain plans for student, faculty, and staff health and wellness. These policies include: Immunizations, Infectious and Environmental Hazards, and Student Liability Insurance, LOA

Contact

WCUCOM Director of Student Affairs
(OMS1 and OMS2)
601.318.6771

WCUCOM Associate Dean, Clinical
Sciences (OMS3 and OMS4)
601.318.6084

- If a student will miss a required activity (lab/lecture) etc., the student must provide a physician's signed note documenting that the absence is "due to fatigue" and provide a duration and date that the student will be "fit to return to class";

Strategies for Education

WCUCOM will provide annual education available for all faculty members, students and staff on recognizing the signs of fatigue and sleep deprivation, and information on alertness management as well as self-care and life balance.

Resource: LIFE Curriculum http://med.stanford.edu/gme/duke_life/
<https://sites.duke.edu/thelifecurriculum/2014/05/08/the-life-curriculum/>

Strategies for Fatigue Mitigation and Health and Wellness:

- The attendance policy allows students to miss up to 20% of a class. This provides flexibility to students who are fatigued to take the time to rest within the academic year;
- The preclinical curriculum allows for flexible time for study, life balance and rest if needed. This also allows flexible time for faculty and staff to balance various responsibilities with the goal of reducing stress and fatigue; and
- The Office of Clinical Rotations will utilize the fatigue mitigation policies and procedures available at each affiliate site.

Approved by WCU BOT 8/1/23

Immunizations Policy

Policy and Enforcement

WCUCOM, in conjunction with requirements of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO)/Healthcare Facilities

Accreditation Program (HFAP), requires the following immunizations:

- Current TB skin test (must be repeated as requested by WCUCOM and may be as frequent as every 6-12 months throughout medical school); Chest radiography (if the TB skin test is considered positive, to be repeated every three years);
- Influenza vaccination is required annually;
- Polio series (a minimum of three administrations of a Polio immunization must be documented);
- Hepatitis B immunization (established by three reported dates of immunization or by documented testing of antibody titer);
- Tetanus toxoid immunization (Tdap or T/D injection within the last 10 years);
- Rubella immunity (established by two reported dates of vaccination or documented antibody titer);
- Documented month/day/year of at least 2 MMR injections or documentation of childhood diseases or other evidence of immunity; and
- Varicella immunization (established by two reported dates of immunization or by documented testing of antibody titer, reporting disease occurrence will not be accepted) Please note: Many Clinical Hubsites require the COVID-19 vaccine. It is highly encouraged that students receive this vaccine.

All immunization documentation is to be reported to the Office of the WCUCOM Associate Dean, Student Affairs. The Associate Dean, Clinical Sciences, and course directors, as required, will receive verification of health requirements from the Associate Dean, Student Affairs prior to students participating in clinical activities. Failure to provide completed documentation, including updated immunization information, will prevent the student from enrolling/reenrolling/participating in any clinical rotations/experiences.

Scope

All WCUCOM students

Origin Document(s)

WCUCOM Student Handbook

Related Procedures

WCUCOM will maintain plans for student, faculty, and staff health and wellness. These policies include: Fatigue Mitigation and Wellness, Immunizations, Infectious and Environmental Hazards, and Student Liability Insurance, LOA

Contact

WCUCOM Assistant Director of Student Affairs (OMS1 and OMS2)
601.318.6385

WCUCOM Associate Dean, Clinical Sciences (OMS3 and OMS4)
601.318.6084

Leave of Absence Policy

Policy and Enforcement

Leaves of absences are intended to accommodate a student who experiences life situations, medically documented medical conditions, or medically documented psychological conditions that significantly impair his or her ability to function successfully or safely as a student. In these instances, time away from the university for treatment and recovery will allow the student to recover to a level that will enable him or her to participate fully in academic coursework and the university community.

As part of the medical community, students function not just as individuals, but also as connected parts of the university, the community, and the healthcare environment. When a student becomes impaired to the extent of requiring a leave of absence, this impairment often impacts that larger community. WCUCOM has a vested interest and a responsibility, both to the student and the larger community, to establish criteria regarding eligibility for re-enrollment following a leave of absence. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the leave of absence has been sufficiently addressed to the point where it will no longer adversely affect the student's safety and functioning; *therefore, WCUCOM reserves the right to deny readmission to any student who has requested to return from a leave of absence.* Substantial compliance with any conditions associated with the leave of absence will be determined by the Student Affairs Committee, and a recommendation to the WCUCOM Dean will be made prior to granting a return from leave.

Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student's pre-leave status and length of leave of absence. Leaves of absence may be either administrative or voluntary for any of the reasons listed below. Leaves of absence will not be granted for segments of time greater than 180 consecutive days.

All leaves of absence must be requested in writing to the Associate Dean, Student Affairs, who will review the request and make a recommendation to the WCUCOM Dean. All leave of absences are granted for specific periods of time. The time spent on leave of absence may count against the maximum allotted time for degree completion (six years from the original date of matriculation). Any amount of time over a total of twelve months during a student's academic career at WCUCOM will be counted as part of the maximum allotted time for degree completion.

A leave of absence will generally not be granted in the last month of any semester in the OMS 1 and OMS 2 years for any condition that was present before the leave was requested. The WCUCOM Dean may grant an exception to this policy in circumstances such as, but not limited to, a sudden and unavoidable physical impairment. Students granted a leave of absence in the last two weeks of any semester will receive a grade of "I" (incomplete) for all course work in which they are currently enrolled. All incompletes must be completed before beginning the next academic year.

Students granted a leave of absence for more than two weeks' duration during any semester will receive a grade of "W" withdrawal, "WP" withdrawing passing, or "WF" withdrawing failing based on the cumulative average in each course at the time the leave of absence is granted. These grades will be part of the permanent record. All "W," "WP," and "WF" grades must be remediated within one year of return from a leave of absence.

No "credit" will be given for completion of a partial term's work.

Satisfactory academic progress and eligibility for promotion to the next higher academic year is determined by each student's successful completion of the appropriate academic, professional, and financial requirements of WCUCOM each academic year regardless of leave of absence status.

All leaves of absence must be approved by the WCUCOM Dean.

Scope

All WCUCOM students

Origin Document(s)

WCUCOM Student Handbook

Related Procedures

WCUCOM will maintain plans for student, faculty, and staff health and wellness.

These policies include: Fatigue Mitigation and Wellness, Immunizations, Infectious and Environmental Hazards, and Student Liability Insurance, LOA

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Academic Standing for Leave of Absence

Leaves of absence are categorized as the student leaving in good academic standing or not leaving in good academic standing. A “leave of absence in good academic standing” is one in which a student is granted a leave of absence having no incompletes or failures at the time the leave of absence is granted. The student will receive a letter from WCUCOM outlining any requirements before the student is allowed to return to campus. Students returning to WCUCOM from a leave of absence in good academic standing will be eligible for reinstatement as full-time WCUCOM students once they have notified the Associate Dean, Student Affairs, met all requirements to return as verified by the Student Affairs Committee, and return from leave has been approved by the WCUCOM Dean. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student’s pre-leave status and length of the leave of absence.

A “leave of absence not in good academic standing” is one in which the leave of absence is granted to a student who has one or more failures, withdrew failing (WF), or has incompletes on his or her transcript in any one term, including the term in which the request for a leave of absence is made. The student will receive a letter from WCUCOM outlining any requirements before the student is allowed to return to campus. Students returning to WCUCOM from a leave of absence not in good academic standing may be eligible for reinstatement as full-time

WCUCOM students once they have notified the Associate Dean, Student Affairs, met all requirements to return as verified by the Student Affairs Committee, and return from leave has been approved by the WCUCOM Dean. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student’s pre-leave status and length of leave of absence. These recommendations may include, but will not be limited to, 1) a program of remedial instruction, 2) continued leave of absence, 3) dismissal, or 4) repeat of the academic year. Such students will be classified as on Academic Warning or Academic Probation.

Categories of Leave of Absence

A leave of absence may be granted from WCUCOM for one of the following four reasons:

- *Medical Leave:* Enrolled students who become seriously ill can request a leave of absence for medical reasons. The request must be in writing and sent to the Student Affairs; however, prior to officially requesting a medical leave, the student must contact the Office of Student Affairs to discuss how a leave will affect his/her progress in the academic program and to review options available to them. The amount of leave time depends on the severity of the illness. All medical leaves require documentation from a WCUCOM-approved physician or appropriate healthcare provider. WCUCOM reserves the right to require such providers have expertise related to the condition that warrants a leave of absence. Verification of expertise is solely at the discretion of WCUCOM. Documentation must include a diagnosis and a statement as to why the student cannot continue with his/her coursework.

Additional documentation from a WCUCOM-approved physician or appropriate healthcare provider verifying that the student is medically capable of returning to classes must be submitted to the Office of Student Affairs at least one month prior to the end of the leave-of-absence period. WCUCOM reserves the right to require such providers have expertise related to the condition that warrants a leave of absence. Verification of expertise is solely at the discretion of WCUCOM

o Special Circumstances for Medical Leave

- *Maternity leave*
- *A financial emergency*
- *Military reserve obligation*
- *Family emergency*

Such leaves are granted solely at the discretion of the WCUCOM Dean; and

- *Administrative Leave:* During the course of a student’s medical education it may become necessary for the student to be placed on administrative leave. A student may be placed on administrative leave due to, personal, and/or professional reasons. The Director of Student Affairs, the Associate Dean, Clinical Sciences, the Assistant Dean, Assessment and Curricular Affairs, the Promotion and Matriculation Committee, or the Student Affairs Committee may recommend to the appropriate associate dean and/or WCUCOM Dean that a student may be placed on

administrative leave. Examples for reasons for Administrative Leave include, but are not limited to:

- Violations of professional standards not severe enough to require dismissal and related to issues that could reasonably be expected to be resolved in 180 days or less,
- Noncompliance with the standards set in the **Financial Aid, Tuition, and Fees**, section of this document,
- Noncompliance with standards set in the **Student Health Issues**, section of this document; and

All policies and procedures related to a leave of absence, including, but not limited to, readmission policies, will be in effect for any administrative leave.

Leave of Absence on Clinical Rotations Not Otherwise Defined

“Leave of absence on clinical rotations” is defined as an extended period away from service rotation activities that may become necessary due to matters of significant gravity not otherwise defined in the Leave of Absence Policy. The Supervising Physician and the Office of Clinical Rotations must be informed immediately of the absence. The student should submit a written request documenting why the leave of absence is necessary. The Office of Clinical Rotations will then assist the student in designing a plan to make up time missed from a rotation. Students taking an LOA for greater than 2 months must LOA for an academic year in order to appropriately complete rotations.

Procedure to Request a Leave of Absence

To request a Leave of Absence from WCUCOM a student must do the following:

- Obtain a Leave of Absence form from the Office of Student Affairs;
- Request a leave in writing as specified on the Leave of Absence form. The request must include the length of time desired for the leave, reasons for the request that are consistent with the *Student Handbook*, and a description of the activities that will make the leave necessary, meaningful and/or useful (outline a plan);
- This written request must be brought/sent to the Director of, Student Affairs, and the student must meet with him/her if possible. In the event of an emergency situation, communication by telephone will suffice;
- The student must continue in course work, barring an emergency situation, until the leave of absence is approved;
- The leave of absence may be recommended by the Office of Student Affairs for reasons outlined above;
- All leaves of absence must be approved by the WCUCOM Dean;
- The WCUCOM Dean, or the Dean’s designee, will notify the student and the Assistant to the Registrar for WCUCOM in writing of the approval or disapproval of the request; and
- The student must report to the Assistant to the Registrar for WCUCOM to complete the process.

When the student completes all of these obligations, WCUCOM will then release the student’s records upon the proper request. Dismissal and check-out forms are available in the WCUCOM Student Affairs Office.

If a student who is requesting a leave of absence fails to complete the check-out procedure within two weeks of the date of commencing the leave for WCUCOM, the student will be administratively withdrawn from the college. Such student will no longer be considered to be on leave but will be considered to be withdrawn.

Students who fail to update their status or request an extension of their leave of absence before the leave of absence expires will be administratively withdrawn.

When a student starts a leave of absence that is expected to last more than 180 days, the federal loan guaranteeing agencies will be notified that the student is no longer enrolled at WCUCOM. Students who take a LOA in excess of 180 days within a 12-month period are no longer eligible for financial aid. Students are encouraged to contact the WCU Financial Aid Office prior to requesting the leave of absence to explore ramifications associated with the anticipated leave.

Procedure to Request Readmission After a Leave of Absence

Following a leave of absence, a student must submit a written request for readmission to the Office of Student Affairs. Students requesting to return from a leave of absence must be able to comply with the Minimal Technical Standards as defined by the most recent WCUCOM Student Handbook and Catalog in effect at

the time of the request to return. At the sole discretion of WCUCOM, a returning student may be required to submit and pass a Criminal Background Check (CBCK) and/or drug screen before being re-admitted.

Students requesting to return from a leave of absence are subject to review by the Student Affairs Committee and the Promotions and Matriculation Committee as stated above.

Once a recommendation is received from both committees, the WCUCOM Dean will approve or deny the return request. The WCUCOM Dean, or the Dean's designee, will notify the student and WCUCOM Associate Registrar of the decision.

If a student fails to follow the conditions set forth by an approved leave of absence, for any reason, the withdrawal date will be the last date of attendance.

Denial of Leave Request/Re-entry: See Appeals Policy.

Approved by WCU BOT 8/1/23

Paid Time Off Policy

Policy and Enforcement

All of the following policies apply to staff and administration. Faculty do not accrue time; however they are entitled to vacation, short-term disability, long-term disability, FMLA, and leave of absence.

I. Leave Request

Employees will schedule leave with their immediate supervisor by submitting a leave request through the employee portal (UKG). To ensure proper recording on timesheets and to allow for departmental scheduling, employees are expected to submit requests for leave as early as possible in the case of vacation, personal, or planned sick leave, and immediately upon return from unexpected sick leave.

Vacation time must be arranged by the employee with the employee's supervisor. It is then the supervisor's responsibility to notify the appropriate vice president (if other than supervisor). Preference will be respected where practicable; however, the university reserves the right to deny requests which may hinder the operation of the university. Employees should not make travel plans or deposits on accommodations prior to receiving approval for vacation.

II. Vacation Time

Full-time employees are eligible for vacation time accrued in the prior calendar year after the completion of six months of continuous employment. Unless that university approves it, employees will not be paid for unused vacation time during employment.

Full-time employees accrue vacation leave based on the following scale:

First two calendar years	.5 days per month, up to 5 days per year
Third through fifteen years	1 day per month up to 10 days per year
Over fifteen years	1.5 days per month up to 15 days per year

Employees who are terminated, resign, or retire are entitled to prior year unused earned vacation provided the employee has completed at least six months of continuous employment.

III. Personal/Sick Leave

A full-time employee becomes eligible to use leave after six full months of continuous employment. Full-time 12-month employees accrue sick leave at the rate of 8 hours per month up to a maximum accrual of 720 hours and the university encourages employees to accumulate this leave for times and emergency and extended illness.

Sick leave may be granted for personal illness, care of a sick family member, pregnancy, doctor visits, and required medical examinations, or for inpatient/outpatient treatment in approved centers for substance abuse, psychiatric or counseling care. Whenever possible, leave should be scheduled in advance with the employee's supervisor. Sick leave lasting three days or more will require a doctor's note.

Each employee will be granted six personal days per year. Personal leave will accrue up to a maximum accrual of 96 hours. No more than sixteen hours of personal leave may be taken in a calendar month. Employees will not be compensated for unused personal/sick leave upon termination of employment.

In addition up to 40 hours of accumulated sick leave may be used each calendar year for a death in the immediate family, temporary care of

Scope

All WCU Employees

Origin Document(s)

WCU Staff Handbook

WCU Faculty Handbook

Related Procedures

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Contact

WCU Human Resource Office

601.318.6126

immediate family members, or a call to state active duty for military or annual national guard

a. Long-Term Disability

The university provides long-term disability coverage for all full-time employees, which may pay a loss of income benefit to employees who are absent from work, for more than 90 days, due to sickness or injury. This policy has a 90-day elimination period and will not pay benefits after the 90 day elimination period has expired. To receive this benefit, an employee must coordinate with human resources to file a claim and qualify for the benefit under the terms of the policy. The insurance carrier determines who is qualified. The combined sick leave and worker's compensations pay can never exceed 100% of employee pay. Long-term disability claims are initiated by the employee with the Human Resources office.

b. Short Term Disability

The university offers a short-term disability policy through its cafeteria plan for employees who choose to participate through payroll deduction. Information on this policy can be obtained from the human resources office.

IV. FMLA

William Carey University abides by all FMLA regulations

V. Jury Duty and Civic Duty Leave

When called for jury duty and while serving as a juror, employees receive time off at regular salary. Verification of jury service must be provided to the supervisor and submitted to the office of human resources with the monthly attendance form. Except in unusual circumstances, other civic duties should be performed during off-duty hours.

VI. Military Leave

Full-time and part-time employees who are called to active military duty on short notice as a result of national emergencies may be granted a military leave without pay for a reasonable period of time. An unpaid leave of absence not to exceed two weeks annually may be granted to members of reserve components of the armed forces for the purpose of serving on active duty.

VII. Maternity Leave

Maternity Leave is granted in accordance with the FMLA act of 1993.

VIII. Leave of Absence

Leave of absence without compensation may be granted at the discretion of the president for good cause to any full-time employee after employment by the university for not less than one year.

Approved by WCU BOT 8/1/23

Student Health Insurance Policy

Policy and Enforcement

Applicants accepted for admission are required to submit their medical history and physical examination information on a form that has been completed and signed by a licensed physician prior to matriculation.

In accordance with COCA accreditation standards, WCUCOM requires proof of insurance at the beginning of each Fall semester. To best serve our students, WCUCOM collaborated with United Health Care (UHC) to provide students with an affordable, reliable healthcare plan. To provide an affordable option, WCUCOM requires enrollment in the UHC plan with the following exemptions, which are considered, on a case-by-case basis:

- Student is enrolled in parent/spousal insurance; or
- Student is enrolled in Medicaid, military, or a similar governmental insurance.

Students are automatically enrolled in the healthcare plan at the beginning of the academic year (the “Open Enrollment Period”) and all student accounts are charged for six (6) months of insurance each semester. To waive the insurance policy and have the charge removed; students must submit the approved insurance waiver form, provided by the WCUCOM Office of Assessment, and a letter of credible coverage from the insurance company.

Waivers and deadlines are emailed to the students prior to the beginning of the semester by a member of the WCUCOM Office of Student Affairs. Students will be charged the total amount of insurance if waivers are not submitted in a timely manner. This fee will be charged in the Spring semester in the event that a waiver is not submitted by the deadline, even though the “Open Enrollment Period” is not active and the student cannot receive insurance benefits without a qualifying event. Questions concerning the WCUCOM insurance guidelines can be directed to the Office of Student Affairs at 601.318.6316.

An explanation of benefits for the WCUCOM policy and the WCUCOM waiver form can be found at <https://www.wmcarey.edu/page/student-health-insurance-osteopathic-medicine>

State Continuation Coverage

In accordance with federal regulations, WCUCOM offers participants access to state continuation coverage after separating from the University. WCUCOM defines separation as:

- Graduation;
- Dismissal; and
- Withdrawal.

Students who are dismissed are allowed to continue at WCUCOM until the appeal process is over; therefore, actual student separation dates for the purpose of state continuation coverage differ from the dated dismissal letter. Additionally, students who finish rotations in the middle of a semester are still considered part of the University group until their graduation at the end of the semester.

In the event of any injury or illness, a student should receive immediate care at the nearest appropriate local health care facility. Any illness or injuries occurring at any time during the student’s enrollment in WCUCOM that results in interruption of the student’s educational process must be reported as soon as the student’s immediate health care needs have been addressed. Such instances must be reported to the Office of the WCUCOM Associate Dean, Student Affairs. (See Leave of Absence Policy.) or the Associate Dean, Clinical Sciences if OMS3 or OMS4

Students are solely responsible for their medical bills. WCUCOM assumes no responsibility to seek reductions or waivers.

Scope

All WCUCOM students

Origin Document(s)

WCUCOM Student Handbook

Related Procedures

WCUCOM will maintain plans for student, faculty, and staff health and wellness.

These policies include: Fatigue Mitigation and Wellness, Immunizations, Infectious and Environmental Hazards, and Student Liability Insurance, LOA

Contact

WCUCOM Assistant Director of Student Affairs

601.318.6385

Student Liability Insurance Policy

Policy and Enforcement

Medical liability insurance will be provided by the school. It will cover the student only on WCUCOM-approved clinical rotations, functions, facilities, or activities for which the student has received WCUCOM approval for participation or attendance.

A student is covered under the WCUCOM student liability policy only if the student's participation in the rotation has been officially approved in writing by the WCUCOM Office of the Office of Clinical Rotations. Rotations must be accomplished under the direct supervision of WCUCOM academically credentialed and approved faculty. Students who participate in unapproved rotations are not covered by this policy and will be subject to disciplinary action up to and including dismissal. This applies to required, selective, and elective rotations in the continental U.S.A., Hawaii, and Alaska. No student liability coverage is provided outside of these designated areas or while a student is on an international rotation. (See Rules Governing Clinical Rotation Scheduling for details about the Scheduling of International Rotations)

If a student is aware of a potential legal liability situation, the Office of Clinical Rotations must be notified immediately. Progression of any legal liability action is to be detailed in writing by the student and regularly sent to the Office of the WCUCOM Associate Dean, Clinical Sciences.

Scope

All WCUCOM students

Origin Document(s)

WCUCOM Student Handbook

Related Procedures

WCUCOM will maintain plans for student, faculty, and staff health and wellness. These policies include: Fatigue Mitigation and Wellness, Immunizations, Infectious and Environmental Hazards, and Student Liability Insurance, LOA

Contact

WCUCOM Associate Dean, Clinical
Sciences (OMS3 and OMS4)
601.318.6084

Blood Borne Pathology Policy

Policy and Enforcement

The goals of this policy are to ensure the immediate cleansing of the exposure site, reporting of the incident, immediate appropriate post-exposure prophylactic treatment, when indicated, using Center for Disease Control and Prevention (CDC&P) guidelines within two hours of the exposure or less, appropriate laboratory work-up, counseling, and appropriate follow-up. The Associate Dean, Clinical Sciences shall be a point of contact for any problem that may arise.

The Blood-borne Pathogen (BBP) policy includes three components:

- *Blood-borne Pathogen Education*
All WCUCOM students will attend:
 - An annual two-hour block of instruction on HIV, and
 - A one-hour block on Universal Precautions that will address the following:
 - CDC&P current relevant universal exposure precautions
 - The post-exposure reporting process
 - Prophylactic treatment of BBP/transmitted diseases as indicated;
- *BBP/HIV Exposure*
Immediate post-mishap evaluation of exposure risk, as outlined by current CDC&P guidance and recommendations, is required. All students with medical education-related BBP/HIV exposure through another person's blood or body fluids – by sharps injury or exposure to mucous membranes/skin – will immediately take the following steps:
 - Perform basic first aid: Immediately cleanse the wound and skin with soap and running water. Flush any mucous membranes or eyes with copious amounts of water or normal saline for several minutes. Blood should be allowed to flow freely from the wound. Blood should not be squeezed or “milked” from the wound,
 - Immediately notify the Preceptor or Attending Physician: Any WCUCOM student with medical education-related BBP/HIV exposure will be immediately released from his/her preceptorship/rotation to go to the nearest affiliated hospital Emergency Room (ER). If no affiliated hospital is in the area, go to the nearest hospital with an ER,
 - Report to the ER: The student will report to the ER for BBP/HIV exposure in order to 1) help the student assess whether the exposure is low- or high-risk using the most current CDC&P guidelines; 2) start post-exposure prophylactic medication within two hours if the incident is a high risk, and
 - Notify the Associate Dean, Clinical Sciences of the incident; and
- *Appropriate follow-up*
The student must report for follow-up to the previously identified physician who is the designated site clinical contact for BBP/HIV exposure. This individual will be designated by the Chief of Staff or Director of Medical Education at each of the core areas and be identified to the student prior to starting the preceptorship/rotation. This physician will prescribe appropriate medications, laboratory evaluation, and counseling as recommended by the CDC.

Scope

Applies to On-campus and Off-campus WCUCOM clinical encounters.

Origin Document(s)

WCUCOM Student Handbook

WCUCOM Faculty Handbook

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include Fire prevention, Infectious Disease, and Environmental Hazards. All students, faculty, and staff receive periodic training on these procedures.

WCUCOM will provide timely warnings and notifications of the health and safety of its faculty, staff, and students using the saderwatch notification system that includes email, text messages, and phone calls. We also utilize an emergency siren on campus.

Contact

Associate Dean Clinical Sciences/Senior Associate Dean
601.318.6084

Rotation Preceptor or onsite coordinator

Environmental Hazard Policy

Policy and Enforcement

*Weather emergencies are addressed in a separate policy.

- Chemical Spills
 - A hazardous chemical spill is very unlikely to occur at WCUCOM. Policies relating to the research laboratory are available through the Office of the Associate Dean, Research and should be reviewed by all members of WCUCOM before entering this area,
 - Should a chemical spill occur, all personnel are advised to follow the below plan:
 - Notify all people in the immediate area of the spill and need to evacuate the area,
 - Assist anyone who is unable to evacuate on his or her own power,
 - Close doors to the affected area and otherwise isolate the spill if possible,
 - Notify campus security
 - MSDS information is available in the research and anatomy laboratories, through the Associate Dean, Research, and through WCU Facilities;
 - Do not attempt to clean a hazardous material spill unless you have received specific training and are so authorized by WCU facilities;
- Radiation exposure
WCUCOM does not, at the time of the writing of this document, operate any diagnostic, treatment, or research radiation producing equipment; therefore, radiation exposure is of no greater risk at WCUCOM than in your private dwelling; and
- Laser exposure
WCUCOM does not at the time of the writing of this document operate any diagnostic, treatment, or research laser or laser gas producing equipment.

Treatment and Care

In the case of a chemical spill or exposure, follow the MSDS guidelines for care after establishing immediate safety and notifying any WCUCOM faculty, staff, administrator, or calling campus security.

Call or have a bystander call 911 for serious emergencies.

Scope

Applies to all WCUCOM Operations

Origin Document(s)

WCUCOM Student Handbook
WCUCOM Faculty Handbook
WCU Crisis Management Plan

Related Procedures

WCUCOM will maintain plans for emergency and disaster preparedness. These plans include Fire prevention, Infectious Disease, Blood-borne Pathogen Exposure and Post-Exposure Prophylaxis Policy. All students, faculty, and staff receive periodic training on these procedures.

WCUCOM will provide timely warnings and notifications of the health and safety of its faculty, staff, and students using the saderwatch notification system that includes email, text messages, and phone calls. We also utilize an emergency siren on campus.

Contact

Director of Operations
601.318.6337
WCU Campus Security 601.318.6300