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Personnel Policies for Staff Members

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Leaves

42. Sick Leave

June 5, 2002

A. GENERAL

Sick leave is provided to continue the salary of eligible employees who are absent from work because of illness, disability, medical appointments and, in accordance with the limitations noted in Section D. below, in the event of illness in the family or bereavement.

B. SICK LEAVE ACCRUAL

Employees must be on pay status at least one-half of the working hours of a month or quadriweekly cycle in which it is earned to accrue sick leave for that period. Up to three work days of a curtailment leave without pay shall be considered time on pay status for the purpose of accruing sick leave pursuant to Staff Policy 43.G., Curtailment Leave. A quadriweekly cycle is defined as two biweekly pay periods designated by the University to be considered as a unit for the purpose of leave accrual.

An eligible employee shall accrue sick leave at the rate of .046154 hours per hour on pay status. On-call and overtime hours shall not be included as pay status hours when computing the amount of sick leave accrued.

Sick leave earned shall be credited to the employee on the next working day following the month or quadriweekly cycle, except that an eligible separating employee shall earn proportionate sick leave through the last day on pay status.

A full-time career employee who is on an approved leave without pay accrues full sick leave credit for that month or quadriweekly cycle provided the employee is on pay status at least one-half the working hours of the month or quadriweekly cycle. If the appointment is split between an academic and staff title, the employee may accrue sick leave for time worked under the academic title, as provided by Academic Personnel Policy or collective bargaining agreement. There is no limit on the amount of sick leave which can be accrued.

C. USE OF SICK LEAVE

Sick leave shall not be used:

1. prior to its accrual;
2. beyond a predetermined date of separation, retirement, or indefinite layoff;
3. in excess of the employee's scheduled hours of work; or
4. during a temporary layoff, furlough, or leave without pay, except that an employee may use accrued sick leave during a pregnancy disability leave or family and medical leave (see Staff Policy 43.B and C, Pregnancy Disability Leave and Family and Medical Leave).

An employee who becomes ill while on vacation shall be permitted to use sick leave based upon satisfactory verification of illness or injury.

To use sick leave, an employee may be required:

1. to give at least 30 days advance notice of foreseeable medical needs (e.g., a planned medical treatment) whenever possible or, if 30 days is not possible, reasonable notice; and
2. to submit satisfactory proof of inability to work, illness in the family, or bereavement.

D. FAMILY ILLNESS AND BEREAVEMENT

1. **Family Illness.** An employee shall be permitted to use not more than 30 days of accrued sick leave in any calendar year when required to be in attendance or to provide care because of the illness of the employee's spouse, domestic partner, parent, child (including the child of a domestic partner), sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed also are covered. The provision also covers other persons residing in the employee's household. The Chancellor may authorize exceptions beyond the 30 day limit, including the exhaustion of all sick leave in the event of catastrophic illness in the employee's family or household.

2. **Bereavement.** An employee shall be permitted to use not more than 5 days of sick leave when that employee's absence is required due to the death of any of the persons listed in D.1. In addition, an employee shall be permitted to use not more than 5 days of sick leave in any calendar year for bereavement or funeral attendance due to the death of any other person. The employee shall provide prior notice to the immediate supervisor as to the need for and likely length of any such absence.

E. TRANSFER OF SICK LEAVE

An employee who is transferred, promoted, or demoted from one University position to another University position in which sick leave accrues shall have the sick leave transferred. An employee who is transferred, promoted, or demoted to a position in which sick leave does not accrue shall not have prior sick leave transferred. However, if the employee later transfers to a position in which sick leave accrues, the previously accrued sick leave shall be reinstated.

F. REINSTATEMENT OF SICK LEAVE

An employee who is reemployed after a separation from employment status of less than 15 calendar days shall have all accrued sick leave from prior service reinstated. If the separation from employment status is 15 or more calendar days but less than 6 months, not more than 80 hours of accrued sick leave shall be reinstated. If separation is for 6 months (180 days) or more, accrued sick leave shall not be reinstated. For purposes of this section only, State of California service shall be treated the same as University service.

A Professional or Support Staff member who is reemployed during the period of recall and preferential rehire status shall have all sick leave reinstated.

G. LEAVE RECORDS

1. **Exempt Employees.** Except as provided in Staff Policy 43 , B.3. and C.4., sick leave used shall be recorded in 1-day increments only or in increments not less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work. When an exempt employee has exhausted all accrued sick leave, salary shall not be reduced for absences of less than 1 full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work.

2. **Non-Exempt Employees.** Records of accrued sick leave usage shall be maintained to the nearest 1/4 hour.

Applicability: All Staff Members

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