

ARTICLE 13. SICK LEAVE

A. Sick leave is provided to continue the salary of eligible employees who would otherwise be on pay status but who are unable to work because of illness or disability. Sick leave is also provided for medical appointments and, on a limited basis, in the event of death or illness of a family member.

B. Accrual Rate.

1. **Current Accrual Rate.** Until the University of California consents to hourly factors set forth in Section B.2. below, the existing campus practices will remain in effect.

2. Factor Accrual System.

- a. An employee on pay status for at least one-half of the working hours in a month or quadri-weekly cycle (i.e., two (2) consecutive biweekly pay periods) is eligible to accumulate sick leave credit for that period. An employee shall earn leave at the rate of .046154 hours per hour on pay status. The number of sick leave hours which may be accumulated is unlimited.
- b. Time on pay status in excess of a full-time work schedule (on-call, call-back, premium pay, and overtime hours) shall not be included as pay status hours when computing the amount of sick leave earned.
- c. Sick leave earned shall be credited to the employee on the next working day following the accrual period, except that an eligible separating employee shall earn proportionate sick leave through the last day on pay status.

3. Monthly Banded Accrual System.

- a. As long as the monthly banded accrual system remains in effect, an eligible employee shall earn sick leave based on the number of hours on pay status that month, up to a maximum of eight (8) hours per month for full time employment, as set forth in the sick leave credit table in section B.3. below.
- b. An employee must be on pay status at least one-half the working hours of the month to accrue sick leave for that month.
- c. Sick leave shall accrue during leave with pay.
- d. Sick leave for each month shall accrue at the end of the month, except that an eligible terminating employee shall accrue proportionate sick leave through the last day on pay status.

- e. Sick leave shall not accrue for time on pay status in excess of forty (40) hours in any workweek.
- f. There is no maximum on the amount of sick leave that may be accrued.
- g. A full-time career employee who is on approved leave without pay accrues full sick leave credit for that month provided the employee is on pay status at least one-half the working hours of the month.

SICK LEAVE CREDIT TABLE

Number of Hours on Pay Status				Percent of Time on Pay Status	Hours of Sick Leave Earned
160-Hr.* <u>Month</u>	168-Hr.* <u>Month</u>	176-Hr.* <u>Month</u>	184-Hr.* <u>Month</u>		
0 - 79	0 - 83	0 - 87	0 - 91	0 - 49	0
80 - 89	84 - 94	88 - 98	92 - 103	50 - 56	4
90 - 109	95 - 115	99 - 120	104 - 126	57 - 68	5
110 - 129	116 - 136	121 - 142	127 - 149	69 - 80	6
130 - 149	137 - 157	143 - 164	150 - 172	81 - 93	7
150 - 160	158 - 168	165 - 176	173 - 184	94 - 100	8

*Hours on pay status, including holiday hours, but excluding all paid overtime hours.

C. Use of Sick Leave. An employee shall be permitted to use accrued sick leave as provided below:

1. An employee shall not use sick leave prior to the time it is accrued.
2. An employee shall not use accrued sick leave beyond a predetermined date of separation, including retirement or layoff, or any leave without pay.
3. An employee may be required to submit satisfactory proof of personal or family illness, disability, or death, when abuse is determined by the University, to receive an excused absence from work and sick leave pay.
4. The use of accrued sick leave is allowed for pregnancy-related illnesses or disabilities as in the case of other illnesses, but not beyond a predetermined date of separation or leave without pay.
5. In addition to the use of sick leave as stated in Section C.4. above, a pregnant employee on approved leave without pay on the date of confinement is entitled to use accrued sick leave beginning on the date of confinement and continuing through the period that she is physically unable to perform the normal duties of her job.
6. An employee shall be permitted to use not more than thirty (30) days of accrued sick leave in any calendar year when required to be in attendance or to provide care, because of the serious illness of the employee's mother, father, husband, wife, son, daughter, brother, sister, grandparent, grandchild, in-law, or step relative in the same relationship; or of any other related person who is residing in the employee's household.

7. Up to thirty (30) days of accumulated sick leave per year may be used when the employee is required to be in attendance or provide care for the employee's spouse, parent(s), child(ren) suffer a "serious health condition" as defined in Article 17 - Leaves of Absence, Section D.1.g. Sick leave granted under this section may be used to offset unpaid Family Care and Medical Leave granted pursuant to Article 17 - Leaves of Absence.
 8. An employee who becomes ill while on vacation shall be permitted to use accrued sick leave if that employee is under the care of a physician and submits a physician's statement but may not use accrued sick leave in the event of illness of a family member.
 9. An employee shall be permitted to use not more than five (5) days of accrued sick leave when that employee's attendance is required due to the death of the employee's mother, father, husband, wife, son, daughter, brother, sister, grandparent, grandchild, in-law, or step relative in the same relationship; or of any other related person who is residing in the employee's household. Should additional leave be necessary, the department head or designee may authorize the use of vacation, accrued compensatory time off or authorized leave without pay.
 10. An employee who has accrued sick leave but who is presently employed less than one-half time may use accrued sick leave, but not in excess of that employee's present scheduled hours of work for any day.
- A. **Provisions.** An employee who is transferred, promoted, or demoted from one University position to another University position in which sick leave accrues and can be transferred shall have the sick leave transferred. An employee who is transferred, promoted, or demoted to a position in which sick leave does not accrue or cannot be transferred shall not have accrued 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.
 - B. An employee who is reemployed after a break in service of less than fifteen (15) calendar days shall have all sick leave from prior service reinstated.
 - C. An employee who is reemployed after a break of service of fifteen (15) calendar days or more, but less than six (6) months, shall have accrued sick leave from prior service not in excess of eighty (80) hours reinstated.
 - D. State of California service is included as University service for the purpose of applying paragraphs E. and F. above.