

ARTICLE 12. 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. Sick Leave accrues each month based on the percent of time or number of hours on pay status during that month. Employees must be on pay status at least one-half the working hours of a month to accrue Sick Leave credit for that month.

C. Monthly Accrual System

Sick Leave accrues at the rate of eight hours per month for full-time employment on the monthly accrual system.

D. Factor Accrual System

Until UCSB converts to hourly factors as set forth below, the existing campus practice (as noted in Section C above) will remain in effect.

1. Sick Leave Credit on Factor Accrual System

An employee on pay status for at least one-half (1/2) of the working hours in a month or quadri-weekly cycle (i.e., two (2) consecutive bi-weekly 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.

E. Eligibility

An employee shall accrue full or proportionate Sick Leave credit for a month in accordance with the Sick Leave Credit Table if on the monthly accrual system. The following criteria shall apply:

1. An employee must be on pay status at least one-half the working hours of the month to accrue Sick Leave for that month.
2. Sick Leave shall accrue during leave with pay.
3. 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.
4. Sick Leave shall not accrue for time on pay status in excess of forty hours in any work week.
5. There is no maximum on the amount of Sick Leave that may be accrued.
6. 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 FOR MONTHLY ACCRUAL SYSTEM

Number of hours on Pay Status

Hours				Percent
of Sick				of Time
160-Hour*	168-Hour*	176-Hour*	184-Hour*	on Pay
<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Status</u>
<u>Earned</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 paid holiday hours, but excluding all paid overtime hours.

F. 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 Sick Leave beyond a predetermined date of separation, including retirement or layoff, or any leave without pay.
3. Proof of illness or disability may be required from an employee when a pattern of Sick Leave abuse is apparent to the supervisor.
4. An employee shall be permitted to use not more than thirty 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 spouse, domestic partner, parent, child (including the child of a domestic partner), sibling, or of any other related person who is residing in the employee's household.
5. 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.
6. An employee shall be permitted to use not more than five days of Sick Leave per occurrence when that employee's absence is required due to the death 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. This provision also covers other related persons residing in the employee's household. In addition, an employee shall be permitted to use not more than five days of Sick Leave in any calendar year in the event an employee has a personal obligation with regard to funeral attendance or bereavement 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.

7. 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.

G. Transfer and Reinstatement of Sick Leave

An employee who is transferred, promoted, or demoted from one University position to another 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.

- H. An employee who is reemployed in the Skilled Craft unit after a break in service of less than fifteen calendar days shall have all Sick Leave from prior service reinstated.
- I. An employee who is reemployed in the Skilled Craft unit after a break in service of fifteen calendar days or more but less than six months shall have accrued Sick Leave from prior service not in excess of eighty hours reinstated.
- J. State of California service is included as University service for the purpose of applying Paragraphs "H" and "I" above.
- K. An employee who is reemployed under terms of the Layoff Article of this Agreement shall have accrued Sick Leave from prior service in the Skilled Craft unit reinstated.