

POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE SICK LEAVE

POLICY SUMMARY

The University provides sick leave in order to continue the salary of an eligible employee during illness, disability, medical appointments, and, on a limited basis, in the event of illness in the family or bereavement.

RELATED POLICIES, CONTRACT ARTICLES AND REFERENCES

- A. Personnel Policies for Staff Members (PPSM) – employees not covered by representation:
[Absence from Work Policy](#)
- B. [Collective Bargaining Agreements](#)

CRITERIA

ELIGIBILITY

- Employees must be on pay status at least one-half of the working hours in a month to be eligible to earn sick leave credit for that period.
- Multiple part-time appointments are combined to determine eligibility to accrue. Refer to the Time and Attendance Reference Materials, “Multiple Part-Time Appointments” chart for more information on combining appointments.

IMPACT OF LEAVE OF ABSENCE

- Refer to [Personnel Policies for Staff Members \(PPSM\)](#) and [collective bargaining agreements](#) for information on the impact a leave of absence with or without pay has on the amount of sick leave accrued when an employee is on leave.

PROCESS OVERVIEW

RATE OF ACCRUAL

- A full-time eligible employee will accrue eight (8) hours of sick leave per month while part-time employees accrue in proportion to the hours on pay status each month.
- Sick leave accrues during the month and is credited on the first working day of the following month (i.e., employees cannot use sick leave before it is credited).
- There is no maximum on the amount of sick leave that an employee may accrue.
- 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. Refer to [collective bargaining agreements](#) to determine how curtailment periods affect represented employees.
- On-call and overtime hours shall not be included as pay status hours when computing the amount of sick leave accrued. Refer to collective bargaining agreements to determine how on-call and overtime hours affect represented employees.
- An eligible separating employee shall earn proportionate sick leave through their last day on pay status. Sick leave is not paid off upon separation from the University.
- Refer to the [Sick Leave Accrual Table](#) to determine applicable sick leave hours an employee will accrue.

USEAGE OF

- Sick leave shall not be used:
 - Prior to its accrual
 - Beyond a predetermined date of separation, retirement, or indefinite layoff
 - In excess of the employee's scheduled hours of work
 - 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
- Note: The following statements apply to most staff. Specific policy or collective bargaining agreements vary and should be referenced for final interpretation.
 - To use sick leave, an employee may be required:
 - To give at least 30 days advance notice for foreseeable medical needs
 - To submit satisfactory proof of inability to work, illness in the family, or bereavement
- Part-time employees, including students and other staff with variable schedules, who have accrued sick leave, are eligible to use sick leave according to their pre-determined work schedule even if they normally work less than 50% time.

Family Illness

- An employee shall be permitted to use up to 30 days of accrued sick leave in any calendar year when required to be in attendance or to provide care because of the illness (not designated as Family Medical Leave) of the employee's spouse, same-sex or opposite sex domestic partner, parent, child (including the child of a same-sex or opposite sex 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.
- Refer to appropriate [Personnel Policies for Staff Members \(PPSM\)](#) and [collective bargaining agreements](#) for additional sick leave usage eligibility.

Bereavement

- Refer to appropriate [Personnel Policies for Staff Members \(PPSM\)](#) and [collective bargaining agreements](#) for eligibility of usage of accrued sick leave for bereavement leave.

Illness While On Vacation or During Campus Closure (Curtailment)

- An employee who becomes ill while on vacation or during campus closure shall be permitted to use sick leave based on satisfactory verification of illness or injury subject to requirements of policy or collective bargaining agreement.
- An employee may not use sick leave in the event of a family illness during vacation.

Alternate Work Schedule

- Employees on alternate work schedules use sick leave according to their scheduled hours of work.

LEAVE OF ABSENCE

- A full-time career employee who is on an 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. 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.
- Refer to collective bargaining agreements for information on how leave of absence affects represented employees.

Family And Medical Leave (FML)

- Subject to eligibility criteria and conditions specified by personnel program or collective bargaining agreement, employees are entitled to up to twelve work weeks of family and medical leave during a calendar year. Under certain conditions, sick leave may be designated for FML in addition to any vacation used or leave without pay.

Supplemental FML

- Employees may be entitled to supplemental FML under certain conditions, according to personnel policy and collective bargaining agreement provisions.

Extended Sick Leave (ESL)

- Refer to [Work Related Injury](#) for information on vacation accrual, use and record keeping while on ESL.

TRANSFER OF SICK LEAVE

- An employee who is transferred, promoted, or demoted from one University position to another University position in which the employee will accrue sick leave shall have their sick leave credit transferred to the new unit.
- An employee who is transferred, promoted, or demoted to a position in which sick leave does not accrue. Any banked sick leave is held in abeyance.
- If the employee later transfers to a position in which sick leave accrues, the previously accrued sick leave shall be reinstated.

REINSTATEMENT OF SICK LEAVE

- Sick leave may be reinstated under certain conditions.
 - Refer to appropriate [Personnel Policies for Staff Members \(PPSM\)](#) and [collective bargaining agreements](#) for eligibility and conditions for sick leave reinstatement.
 - An employee re-employed during the period of recall and preferential rehire status shall have all sick leave reinstated.

- When an employee retires from the University, depending on the retirement option chosen, sick leave is either converted to service credit or remains on the system and is purged on the following schedule:
 - 16 days after separation date, balance is reduced to 80 hours
 - 181 days after separation date, balance is reduced to zero hours

RECORDING TIME TAKEN

- Exempt employees shall record sick leave taken in whole day increments, 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. (“Day” is defined for part-time employees as scheduled work hours)
- 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.
- Non-Exempt employees shall record sick leave taken to the nearest 1/4 hour.
- When non-exempt employees do not have sick leave balances sufficient to cover a full day’s hours, the salary must be docked.

HR SERVICE TEAM REPRESENTATIVE (HRSTR) PROCEDURE

AUDITING SICK LEAVE TAKEN

Paper Based System:

Sick leave taken should be recorded with the appropriate type of sick leave, (i.e., F=family sick leave; D=sick leave taken for Death in the family; S=sick leave; FML=Family Medical Leave).

Non-Exempt Employees:

- Validate that sick leave taken is recorded in the “Hours on Pay Status Not Worked” section of the Attendance, Leave Use and Accrual Record.
- Validate that sick leave taken is appropriate to the accrued sick leave balance and is consistent with the specific policy or provision for the employee.
- Validate that sick leave taken is recorded to the nearest 1/4 hour.
- In the “CONTROL OFFICE USE ONLY” section:
 1. Record sick leave balance from prior month
 2. Record sick leave taken from current month
 3. Add earned sick leave accrual for the current month
 4. Record the ending balance
 5. Transfer information to new Attendance, and Leave Use and Accrual Record
 6. Reconcile the Times Benefits Roster

Exempt Employees:

- Validate that sick leave taken is recorded in whole-day increments (or partial day for part-time employees) and is recorded in the appropriate area of the Leave Use and Accrual Record.
- In the “CONTROL OFFICE USE ONLY” section:
 1. Record sick leave balance from prior month
 2. Record sick leave taken from current month
 3. Add earned sick leave accrual for the current month
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CruzPay

- Validate the employee used the correct paycode to identify the type of sick leave taken, (i.e., Family sick leave = Sick Family, Bereavement = Sick Bereavement, Employee Illness = Sick Taken, Family Medical Leave = Sick FMLA).

Non-Exempt Employees:

- Pay rules built into the system will automatically calculate eligible sick leave accrual hours based on policy/contract articles and hours entered.
- CruzPay will not allow an employee to use more sick leave hours than available.
- Reconcile the Times Benefits Roster.

Exempt Employees:

- Pay rules built into the system will automatically calculate eligible sick leave accrual hours based on personnel policy and if applicable hours entered.
- CruzPay will not allow an employee to use more sick leave hours than available.
- Validate that sick leave taken is recorded in day increments (or partial day for part-time employees).
- Reconcile the Times Benefits Roster.

HELP / FORMS / RESOURCES

See [Sick Leave Accrual Table](#)