ARTICLE 13
SICK LEAVE

A. Sick leave is provided to continue the salary of career, probationary, limited appointment and part time employees who would otherwise be on pay status but are unable to work because of illness or disability. Sick leave is also provided for medical appointments, and 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 (1/2) the working hours of a month to accrue sick leave credit for that month.

C. Accrual Rate
Sick leave accrues at the rate of eight (8) hours per month for full-time employment.

D. Eligibility
An employee shall accrue full or proportionate sick leave credit for a month in accordance with the Sick Leave Credit Table (Section E.). The following criteria shall apply:

1. An employee must be on pay status at least one-half (1/2) 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 (40) hours in any workweek.

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 (1/2) the working hours of the month.
E. Sick Leave Credit Table

<table>
<thead>
<tr>
<th>160 Hour* Month</th>
<th>168 Hour* Month</th>
<th>176 Hour* Month</th>
<th>184 Hour* Month</th>
<th>Percent of Time on Pay Status</th>
<th>Hours of Sick Leave Earned</th>
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</thead>
<tbody>
<tr>
<td>0 - 79</td>
<td>0 - 83</td>
<td>0 - 87</td>
<td>0 - 91</td>
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<td>92 - 103</td>
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<td>57 - 68</td>
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<td>158 - 168</td>
<td>165 - 176</td>
<td>173 - 184</td>
<td>94 - 100</td>
<td>8</td>
</tr>
</tbody>
</table>

*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 accrued 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 abuse is confirmed by the supervisor. When a request for proof of illness or disability is to be made, the supervisor shall seek approval from a designated University manager. The employee involved shall be notified by the appropriate supervisor or manager in writing as soon as practicable of this sick leave restriction/requirement. The notice shall include the duration of the restriction/requirement and the reason(s) for the restriction.

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 use of sick leave as stated in 4. above, a pregnant employee on approved leave without pay on the date of pregnancy disability is entitled to use accrued sick leave beginning on the date of pregnancy disability 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, spouse, son, daughter, brother or sister, or of any other related person who is residing in the employee's household.
7. 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.

8. 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,
mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparent, or
any other related person who is residing in the employee's household.

9. An employee who has accrued sick leave but who is presently employed less than one-
half (1/2) time may use accrued sick leave, but not in excess of that employee's present
scheduled hours of work for any day.

G. Provisions
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,
unless prohibited by the terms and conditions of employment of the position to which
transferred. An employee who is transferred, promoted, 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 after a break in service of less than fifteen (15) calendar
days shall have all sick leave from prior service reinstated.

I. An employee who is reemployed after a break in 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.

J. State of California service is included as University service for the purpose of applying
paragraphs H. and I. above.

K. Catastrophic Leave
Employees in this unit are eligible to participate in the University's catastrophic leave
program to the same extent possible and under the same conditions as normally provided to
non-represented staff employees who are not managerial, supervisory or confidential.