ARTICLE 14
SICK LEAVE-FACTORED LEAVE ACCRUALS

A. Purpose
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 for the employee or the employee’s family member and on a limited basis, in the event of death or illness of a family member. Sick leave is provided in accordance with University rules or regulations and consistent with applicable State or Federal Law.

B. Definitions
For purposes of this Article, a sick leave accrual period is defined as two bi-weekly pay periods for employees who are paid biweekly.

C. Accrual Rates
Sick leave is accrued each sick leave accrual period based on the number of hours on pay status during that accrual period. Sick leave is accrued at the rate of 0.046154 hours per hour on pay status for employees paid biweekly who are on factored leave accrual.

D. Eligibility
An employee shall accrue full or proportionate sick leave credit for a sick leave accrual period. The following criteria shall apply:

1. An employee must be on pay status at least one-half (1/2) the working hours of the sick leave accrual period to accrue sick leave for that accrual period.

2. Sick leave shall accrue during leave with pay.

3. Sick leave for each sick leave accrual period shall accrue at the end of the sick leave accrual period, except that an eligible terminating employee shall accrue proportionate sick leave through the last day on pay status.

4. Sick leave is not accrued 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 sick leave accrual period provided the employee is on pay status at least one-half the working hours of the accrual period.

E. 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.
To receive sick leave pay, an employee must notify his/her immediate supervisor or designee by telephone to advise him/her of the need for sick leave or leave a voice mail, one hour or more in advance of their shift, whenever possible, but no later than the beginning of the employee’s work day except when the University determines that the employee’s failure to notify is due to extreme circumstances beyond the control of the employee.

2. An employee shall not use accrued sick leave beyond a predetermined date of separation including retirement or layoff, or predetermined date beginning a leave without pay.

3. An employee may be required, when their absence exceeds three (3) consecutive scheduled days of work, to submit satisfactory documentation of personal or family illness, disability or death, to the University in order to receive sick leave pay.

   Proof of absence may be required from an employee when a pattern of abuse is confirmed by the supervisor. Medical documentation may be required to verify illness to the employee’s supervisor upon the employee’s return to work.

4. A pregnant employee on approved leave without pay on the date certified by her doctor as the date on which she is no longer able to work, or the date of delivery, whichever is earlier, can use sick leave beginning with that day and continuing through the period that she is physically unable to perform the normal duties of her job.

5. **Family Illness or Disability**
   a. Up to thirty (30) days, if available, of accumulated sick leave per year may be used when the employee is required to be in attendance or to provide care for a family member as defined in Article 18, Section H.
   b. Use of sick leave shall be granted under this provision and be charged against the Family Care Leave entitlement pursuant to Article 18 – Leaves of Absence.

6. **Bereavement Leave**
   An employee shall be permitted to use not more than forty (40) hours of accrued sick leave when that employee’s attendance is required due to the death of the employee’s parent, spouse, domestic partner, child, including the child of a domestic partner, brother, sister, in-laws, grandparent, or any other person for whom the employee has a personal obligation who resided 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.

8. 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 presently scheduled hours of work for any day.

9. No employee shall be disciplined for reasonable use of sick leave.

F. **Transfer and Reinstatement of Sick Leave**
1. An employee who is transferred, promoted, or demoted from one University position to another University position in which sick leave accrues and to which sick leave 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 to which sick leave cannot be transferred shall have accrued sick leave held in abeyance. If the employee later transfers to a position in which sick leave accrues or to which sick leave can be transferred, the previously accrued sick leave shall be reinstated.

2. 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.

3. 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.

4. State of California service is included as University service for the purpose of applying paragraphs F.2 and F.3 above.

5. An employee who is reemployed from preferential rehire status shall have all accrued sick leave from prior service reinstated.