

**ARTICLE 24  
SICK LEAVE**

**A. Eligibility**

The University provides paid sick leave to eligible employees who are on pay status at least one-half of the working hours of a month or quadriweekly cycle in which it is earned.

**B. Accrual**

1. An employee accrues sick leave based on the hours the employee is on pay status in the month or quadriweekly cycle.
2. An eligible employee shall earn sick leave at the rate of .046154 hours per hour while on pay status.
3. Sick leave is earned during leave with pay in accordance with the employee's appointment percentage.
4. There is no maximum limit on the amount of sick leave that can be accumulated.

**C. Sick Leave Crediting**

Accrued sick leave for each month or quadriweekly cycle is credited and available for use on the first working day of the following month or quadriweekly cycle, except that proportionate sick leave credit for an eligible employee who is separating from employment shall be credited at the completion of the last day on pay status.

**D. Use of Accrued Sick Leave**

1. Sick leave shall not be used prior to the time it is credited or after a predetermined date of separation, retirement, or indefinite layoff.
2. Subject to certain limitations, an employee may use accrued sick leave as follows:

<b>Reason for absence</b>	<b>Amount of Sick Leave that may be used</b>
Employee's own illness, injury, or medical / dental appointments	All accrued sick leave
Family and Medical Leave for employee's own serious health condition	Up to twelve (12) workweeks in a calendar year

Family and Medical Leave to care for a spouse, domestic partner, child, or parent with a serious health condition	Up to twelve (12) workweeks in a calendar year
Employee's Pregnancy Disability Leave	Up to four (4) months per pregnancy
Employee is required to attend to or care for ill family members not designated as Family and Medical Leave, or to attend to or provide care for other persons residing in the employee's household who are ill	Up to thirty (30) days in a calendar year.
To provide care for a family member who is a covered service member undergoing medical treatment, recuperation or therapy as Family and Medical Leave (Military Caregiver Leave)	Up to twelve (12) workweeks in a calendar year
The employee's work-related injury or illness	The difference between workers' compensation payment received and the employee's salary
To donate bone marrow or an organ	Up to five (5) days for bone marrow donation and thirty (30) days for organ donation in a calendar year  Note: if leave for this purpose qualifies as Family and Medical Leave for a serious health condition, refer to that entry above.
The employee is a victim of domestic violence or sexual assault	All accrued sick leave
The employee is a victim of a serious or violent felony	All accrued sick leave
Bereavement Leave	Up to ten (10) days for the death of a

	<p>family member or person residing in the employee's household.</p> <p>Up to five (5) days in a calendar year for the death of an individual who is not a family member or a person residing in the employee's household.</p> <p>Note: An employee requiring more than the time provided for bereavement leave may request to use any accumulated vacation leave or may request an unpaid personal leave of absence.</p>
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3. An employee who becomes ill while on vacation will be permitted to use sick leave based upon satisfactory verification of the employee's illness or injury.

**E. Verification**

The University may require reasonable documentation sufficient to justify the employee's sick leave absence when an absence exceeds three (3) consecutive scheduled days of work; or for a shorter period with reasonable cause and prior notice to the employee.

**F. Sick Leave Pay**

1. Pay during a sick leave is at the employee's rate of pay in effect at the time the leave is taken, not the rate of pay in effect when the sick leave was accrued.
2. Accrued sick leave is not paid out upon termination of employment.

**G. Transfer of Accrued Sick Leave**

1. An employee transferred, promoted, or demoted to or from a position within this bargaining unit shall have any accumulated sick leave transferred if the employee is moving to a position in which sick leave can be accrued.
2. An employee transferred, promoted, or demoted out of this unit shall have any accumulated sick leave transferred if the employee is moving to a position where sick leave can be accrued.
3. An employee transferred, promoted, or demoted out of this unit to a position which is not eligible for sick leave shall have their accumulated sick leave recorded and maintained so that the sick leave may be reinstated if the employee later transfers to a position in which leave accrues.

**H. Recording Sick Leave Accrual and Use**

The University will record leave used by exempt employees in full day increments or in increments not less than that portion of the day during which an employee on less than full-time pay status is normally scheduled to work. The foregoing does not apply when an employee is taking Family and Medical Leave on an intermittent or reduced schedule basis.

**I. Reinstatement of Sick Leave**

1. An employee who is reemployed after a separation from employment of less than ninety (90) calendar days will have all accrued sick leave from the employee's prior service reinstated if the position is eligible for sick leave.
2. An employee who is reemployed after a separation from employment of ninety (90) or more calendar days but less than one hundred eighty (180) calendar days, will have up to eighty (80) hours of accrued sick leave reinstated if the position is eligible for sick leave.
3. Accrued sick leave will not be reinstated for an employee who is reemployed after a separation from employment of one hundred eighty (180) calendar days or more.
4. An employee who is laid off and subsequently reemployed during the period of recall and preferential rehire status will have all unused accrued sick leave reinstated.

**J. Conversion of Sick Leave to UCRP Service Credit**

An employee who retires within four (4) months of separating from University employment and elects monthly retirement income will have accrued but unused sick leave converted to UCRP service credit under the terms and conditions of the UC Retirement Plan. Accrued but unused sick leave is not converted to service in a lump sum cash-out of retirement benefits.

**K. Catastrophic Leave Programs**

At locations where a catastrophic leave program exists, or when a campus or a department chooses to implement such a program, the provisions of the program shall apply equally to eligible employees covered by this Agreement as they apply to non-represented staff of the campus or department.