

UCOP Human Resources Procedures 42 – SICK LEAVE

- I. POLICY REFERENCES**
- UC-PPSM 41, Vacation
 - UC-PPSM 42, Sick Leave
 - UC-PPSM 43, Leave of Absence
 - UC-PPSM 80 (Staff Personnel Records)
 - Supplement 1 (UCOP Catastrophic Leave Program)
 - Online Payroll Time Reporting (PTR) System Manual

II. SICK LEAVE ACCRUAL

A. Rate of Earning (Full-Time Employees)

An employee who is paid monthly or bi-weekly earns varying leave hour credit amounts during any given period because the number of hours in a pay period vary. The table below shows sick leave earning rates for monthly and bi-weekly-paid employees.

Accrual Per Paid Hour	Quadri-weekly Cycle	160-Hour Month	168-Hour Month	176-Hour Month	184-Hour Month	Approximate Annual Hours	Approximate Annual Days
0.046154	7.384640	7.384640	7.753872	8.123104	8.492336	96	12

B. Rate of Earning (Part-Time Employees)

To determine the earning rate for an eligible part-time employee, multiply the hours on pay status (to the nearest quarter hour) by the accrual per paid hour (see table above). For example, a monthly paid employee who worked 128 hours in a 184-hour month (69.70% of full-time) would earn 5.919250 hours of sick leave

C. Multiple Appointments

An employee is eligible to accrue leave if the total of all University appointments meets the eligibility requirements in UC-PPSM 42, B. However, an employee may not use leave in one appointment that was accrued in another concurrent appointment. Although leave balances may be totaled in the automated payroll system, departments should maintain records of leave balances and use by each discrete appointment.

III. DISPOSITION OF SICK LEAVE UPON RETIREMENT

Upon retirement, unused sick leave is normally converted to UCRP Service Credit (unless the individual has elected a Lump Sum Cashout). Refer to the University of California Retirement Plan provisions.

IV. FAMILY ILLNESS AND BEREAVEMENT

A. Domestic Partners

Family illness and bereavement leave may be used when the employee is required to be in attendance or to provide care because of the illness of a domestic partner.

B. Thirty-day Limit on Family Illness Leave

UCOP Human Resources is delegated the authority to make an exception to the 30-day limit on the use of sick leave for family illness.