

## UC Davis Personnel Policies for Staff Members

### Leaves

#### Section 2.210.III.C, Sick Leave (PPSM 42)

Date: 3/29/12

Supersedes: 12/1/01

Responsible Department: Human Resources

Source Document: UC PPSM 2.210.III.C

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#### 2.210.III.C. GENERAL

**Note 1--Resources.** If an absence is expected to last 90 days or more, contact Disability Management Services (campus) or Vocational Rehabilitation (UCDHS) for further information about engaging in the interactive process. This contact may be made sooner than 90 days if the situation warrants.

#### 2.210.III.C.3. SICK LEAVE ACCRUAL

**Note1--Rate of Earning.** An employee who is paid monthly earns varying leave hour credit amounts because the number of hours in a month varies. See <http://www.hr.ucdavis.edu/Elr/Hours>. The table below shows sick leave earning rates for monthly- and biweekly-paid employees.

Accrual Per Paid Hour	Quadriweekly Cycle	160-Hour Month	168-Hour Month	176-Hour Month	184-Hour Month	Approx. Annual Hours	Approx. Annual Days
0.046154	7.384640	7.384640	7.753872	8.123104	8.492336	96	12

**Note 2--Accruals for Part-Time Employees.** To determine less than 100% accrual for an eligible 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 employee who worked 128.25 hours in a 184-hour month (69.70% of full-time) would earn 5.919250 hours of sick leave for that period ( $128.25 \times .046154 = 5.919250$ ). A biweekly employee who worked 112.5 hours in a quadriweekly cycle (70.31% of full-time) would earn 5.192325 hours of sick leave for the accrual period ( $112.5 \times .046154 = 5.192325$ ).

**Note 3--Multiple Appointments.** An employee is eligible to accrue leave if the total of all hours on pay status in all University appointments meets the eligibility requirement in Policy 2.210.III.C.1.