

# UC Davis Personnel Policies for Staff Members

## Leaves

### Section 42, Sick Leave

Date: 12/1/01

Supersedes: 7/1/96

Responsible Department: Human Resources

Source Document: UC PPSM 42

---

#### 42.A. 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.

#### 42.B. SICK LEAVE ACCRUAL

**Note 1--Pay Status.** See Policy 2 for the definition of "pay status."

**Note 2--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 UCD Procedure 31 for the number of working hours per month. 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 3--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 4--Rounding.** Leave accruals and balances are maintained to six decimal places in the payroll system; however, they are reported to only two decimal places on payroll checkstubs and Surepay earnings statements. The accrual is rounded down to the next full quarter hour (.25, .50, .75, and .00); for example, 121.326435 would be shown as 121.25.

**Note 5--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 42.B.

#### 42.C. USE OF SICK LEAVE

**Note 1--Retirement.** Upon retirement, unused sick leave is normally converted to service credit. Refer to the retirement plan provisions.

#### 42.D. FAMILY ILLNESS AND BEREAVEMENT

**Note 1--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.

**Note 2--30-Day Limit on Family Illness Leave.** The department head is delegated the authority to make an exception to the 30-day limit on use of sick leave for family illness. The department head must grant this exception when it is needed to qualify for the Catastrophic Leave Sharing Program. See UCD Procedure 41.E for further explanation.

**Note 3--Family and Medical Leave Act.** In the event of employee illness or absence of more than 3 working days, the supervisor should review Policy 43 to see whether the sick leave can be designated under the Family and Medical Leave Act.