

## **ARTICLE 25 SICK LEAVE**

### **A. GENERAL PROVISION**

1. Academic Researchers with appointments for six (6) months or more accrue sick leave at the rate of one (1) day per month for full-time service, including leaves with pay. Academic Researchers paid biweekly will accrue sick leave as a factor of one (1) day per month each quadri-weekly pay cycle.
2. Academic Researchers appointed less than full-time but at 50% or more accrue sick leave at a proportional rate. Academic Researchers appointed less than 50% time or for less than six (6) months do not accrue sick leave.
3. An appointee who is on leave without pay for a work-incurred injury, illness, or disability and is receiving temporary disability payments accrues sick leave on the same basis as if regularly employed, but such accrued sick leave is credited to the appointee only upon return to work.
4. The University shall carry forward unused sick leave to subsequent eligible appointments at the University of California. If an Academic Researcher transfers to a position in the University for which sick leave does not accrue, then the Academic Researcher shall retain the sick leave balance, which may be available for use if the Academic Researcher later transfers to a position in which sick leave accrues.
5. Unused accrued sick leave balances will be converted to UCRP service credit at retirement, in accordance with UCRP provisions, if an appointee retires within four (4) months after leaving University employment.
6. Reemployment after a Break in Service

An Academic Researcher who is reemployed after a separation from employment of less than fifteen (15) calendar days shall have all unused sick leave from prior service reinstated unless the leave balance was previously converted to UCRP service credit upon retirement.

  - a. If the separation from employment lasted more than fifteen (15) calendar days but less than six (6) months, not more than eighty (80) hours of sick leave shall be reinstated.
  - b. If the separation lasted for six (6) months (180 days) or more, sick leave shall not be reinstated.

### **B. USE OF SICK LEAVE**

1. Sick leave may be used for the Academic Researcher's personal illness, medical appointments, childbearing, and disability. Sick leave may also be used for medical appointments for a family member, to attend to the illness of a family

member, or bereavement due to the death of an Academic Researcher's family member as defined in §D, below.

2. Sick leave may also be used, at the Academic Researcher's option, during Family and Medical Leave which the Academic Researcher is entitled under Article 12 - Leaves of Absence when the Academic Researcher is taking Family and Medical Leave for any covered reason other than qualifying exigency leave.
3. While receiving injury or illness compensation under the Workers' Compensation Act, an absent Academic Researcher may also use accrued sick leave to supplement workers' compensation payments provided the total of the sick leave pay and workers' compensation benefit does not exceed the Academic Researcher's UCRP covered compensation for the period.
4. For an Academic Researcher holding an appointment with a specified ending date, sick leave shall not be approved beyond the ending date of the appointment. In the event the appointment is renewed or extended or a subsequent appointment is made, further leave may be granted.
5. FLSA Exempt Academic Researchers
  - a. Use of sick leave is recorded in one-day increments. Approved absences of less than one full day do not require the use of sick leave.
  - b. For the purposes of this Article, a "day" means a "workday."
  - c. FLSA-exempt Academic Researchers who are on a reduced schedule use a full day of sick leave when absent for their entire reduced time "day" on which they are absent.
6. FLSA Non-Exempt Academic Researchers

FLSA non-exempt Academic Researchers record sick leave use to the nearest quarter hour.

### **C. DOCUMENTATION**

The University may require that an Academic Researcher submit satisfactory documentation of personal or family illness. Such requirement shall be communicated to the Academic Researcher prior to the scheduled return to work date.

### **D. DEFINITION OF FAMILY MEMBERS FOR SICK LEAVE USAGE**

Family member (including step-family member) for the purpose of use of sick leave and bereavement leave is defined as one's parent, parent-in-law, spouse, sibling, domestic partner, parent of domestic partner, grandparent, grandchild, child, son/daughter-in-law, adopted or foster child (including children of a domestic partner or legal ward who is under 18 years old). Parent includes a biological, foster or adoptive parent, step-parent or legal guardian, or an individual who stood in loco parentis while the Academic Researcher was a child. Child includes a biological, adopted, foster, step, legal ward, or

a child for whom the Academic Researcher stands in loco parentis, provided the child is either under the age of 18 years old or incapable of self-care because of a mental or physical disability.