

VI-3
SICK LEAVE
(Revised 4/26)

Academic appointees do not accrue sick leave credit with the exception of certain groups listed below, in APM 710-14, or the applicable Memorandum of Understanding (MOU) for represented academic employees. Academic appointees who accrue sick leave shall maintain proper records to show accrual and usage of sick leave credit. In the case of illness of faculty (as defined in APM 110 F (15)) who do not accrue sick leave, leave with pay up to the maximums described in APM 710-11 a and b may be approved by the Dean. Leaves in excess of the APM maximums require approval of the Vice Provost for Academic Affairs.

A. The following are eligible to accrue sick leave credit:

- Professional research series
- Specialist series
- Project Scientist series
- Librarian series
- Associate and Assistant University Librarians
- Continuing Educator
- Academic Coordinator

B. Appointees who accrue sick leave accrue at the rate of one working day per month for full-time service, including periods of leave with pay other than terminal vacation. Accrual for part time employees is based on the percent time on pay status during the month. See RB VI-8 for accrual codes.

C. Accrued sick leave is to be used in keeping with normally approved purposes including personal illness; medical appointments, childbearing and childrearing (see APM 715 and 760), or disability, as defined in APM 710-20, or the applicable MOU.

D. Faculty who do not accrue sick leave may apply for medical leave as follows:

- If appointed for one year or more the appointee may apply for up to one quarter of leave with pay due to personal illness at a time. Exceptions beyond the APM maximums will be considered on an individual basis. At no time may paid medical leave exceed three consecutive quarters.
- If appointed for less than one year, the appointee may apply for paid leave due to personal illness for approximately the period that would be accrued during the appointment in accord with the accrual rates in APM 710-11.

E. Academic appointees who do not accrue sick leave will be provided a paid sick leave bank of 6 days per calendar year. The bank is pro-rated according to appointment percent time. Unused days expire each December 31, and a new bank of 6 days will be available each January 1. This sick leave bank is distinct and separate from paid medical leave as provided by APM 710 or the MOU.

F. Accrued sick leave or the sick leave bank may also be used for purposes defined in APM 710-20, APM 715-0, or the applicable MOU. Faculty who do not accrue sick leave may request up to one quarter of leave with pay for the care of a family member or other designated person as defined in APM 710-20.

G. Sick leave that is granted for a serious health problem, or to care for a parent (including parent-in-law), child, spouse, domestic partner, grandparent, grandchild, sibling, or other designated person with a serious health problem may also be covered as a Family and Medical Leave (FML) and/or under California Family Rights Act (CFRA), as applicable (see APM 715 or the applicable MOU.) Family and Medical leave will normally run concurrently with approved sick leave.

H. Requests for non-confidential family leaves, childbearing leaves, and medical leaves will require inclusion of a

note from a medical provider attesting to:

- a. Leave start and end dates
- b. % time the employee needs to be out
- c. Estimated return date from the leave
- d. Please note: Information about diagnosis or health conditions should *not* be included

Approval of the leave request is contingent upon receipt of this documentation. Please note that this documentation is separate and distinct from the formal certification requirements to establish FML eligibility as described in (G) above.

- I. Represented academic employees are eligible for medical leave to the extent allowed in the appropriate MOU and applicable state and federal law.