42/Sick Leave

I. REFERENCES AND RELATED POLICIES
   A. UC SPP 42 - Sick Leave
   B. UC SPP 43 - Leave of Absence
   C. Sick Leave Credit Table – Appendix A

II. GENERAL
   Sick leave is provided to continue the salary of eligible employees who are absent from work because of illness, disability, and medical appointments and, in accordance with the limitations noted in Section IV below, in the event of illness in the family or bereavement.

III. SICK LEAVE ACCRUAL
   Employees must be on pay status at least one-half of the working hours of a month or quadriweekly cycle in which it is earned to accrue sick leave for that period. In accordance with UC Personnel Policies for Staff Members 43/Leave of Absence, up to three work days of a curtailment leave without pay shall be considered time on pay status for the purpose of accruing sick leave

IV. FAMILY ILLNESS AND BEREAVEMENT
   A. Family Illness
      An employee shall be permitted to use not more than 30 days of accrued sick leave in any calendar year when required to be in attendance or to provide care because of the illness of the employee's spouse, domestic partner, parent, child (including the child of a domestic partner), sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed also are covered. The provision also covers other persons residing in the employee's household. The Chancellor may authorize exceptions beyond the 30-day limit, including the exhaustion of all sick leave in the event of catastrophic illness in the employee's family or household.
   
   B. Bereavement
      An employee shall be permitted to use not more than 5 days of sick leave when that employee's absence is required due to the death of any of the persons listed in Section A/Family Illness. In addition, an employee shall be permitted to use not more than 5 days of sick leave in any calendar year for bereavement or funeral attendance due to the death of any other person. The employee shall provide prior notice to the immediate supervisor as to the need for and likely length of any such absence.
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V. RESPONSIBILITY
The department head may designate all paid and/or unpaid leaves due to medical reasons to run concurrently with, and counted against, the employee's family medical leave entitlements, provided that the employee is entitled to family medical leave and receives advance written notice.

VI. SICK LEAVE CREDIT TABLE
The Sick Leave Credit Table is provided as Appendix A.