

Sick Leave

Summary

The university's sick leave, both paid and unpaid.

Purpose

To provide guidance to employees on the University's sick leave policy for both paid and unpaid situations.

Policy

Sick Leave With Pay

For all regular full-time employees of the University, sick leave shall be accrued at the rate of one working day (8 hours) per calendar month of service. Part-time employees working one-half time or more will earn sick leave on a pro rata basis according to the percentage of full time the employee works. Sick leave for all employees shall be cumulative and carry certain benefits toward retirement. See Retirement section for more information.

Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for any of the following reasons:

1. Illness or injury of the employee.
2. Medical and dental treatment or consultation.
3. Quarantine due to a contagious illness in the employee's household.
4. Illness, injury, or death in the employee's immediate family which requires the employee's presence. Immediate family, for the purposes of this leave category is defined as: spouse, parent, brother, sister, child, stepchild, stepparent, grandparent, grandchild, parent-in-law, son/daughter-in-law, foster parent, or legal guardian. Any exceptions must be submitted in writing and approved by the Director of Human Resources.
5. To take care of a newborn or newly adopted child of the employee. 6. Personal catastrophe experienced by an employee.

If sick leave is claimed for a continuous period in excess of five working days, a physician's statement is required to permit further claim of sick leave pay. The physician's statement or other statement evidencing the birth or adoption of a child

shall verify the employee-patient is under the care of an attending physician, or is otherwise eligible for sick leave rights, the date the employee-patient was placed under the care of an attending physician, the date the employee-patient was released to return to work, and any work related restrictions or limitations. If sick leave is requested to provide care for an immediate family member, a physician's statement is required to show the need for the employee's presence and the duration of this need. The statement shall be sent to the Human Resources Department with a copy to the immediate supervisor.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of employment.

Upon movement of an employee between institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service.

Sick Leave Without Pay

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted leave without pay for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee to continue his/her group insurance benefits, with the institution continuing to participate in the premium cost for such period. All other benefits are prohibited which otherwise would accrue to the employee. Sick leave without pay status requires the approval of the appropriate Vice President and is forwarded to Human Resources for final approval from the President.

Related USG Policy

Human Resources Administrative Practice Manual

Last Update

6/5/18

Responsible Authority

CSU Human Resources