

POLICY REGARDING SICK LEAVE FAM 627.68

[Based primarily on Article 24 of the Collective Bargaining Agreement (CBA) for Faculty Unit Employees.]

1. Rate of Accrual

Following completion of one academic qualifying pay period or one qualifying pay period, a full-time faculty unit employee shall accrue eight hours of credit for sick leave with pay. Thereafter, for each additional academic qualifying pay period or qualifying pay period, eight hours of credit for sick leave with pay shall be accrued.

Faculty unit employees who are appointed less than full-time shall accrue credit for sick leave with pay on a pro rata basis. Sick leave may be accumulated without limit. No additional sick leave with pay beyond that accumulated shall be granted.

2. Use of Sick Leave

The use of sick leave may be authorized only when a faculty unit employee is absent for one of the following reasons:

- 2.1 Illness or injury, or disability related to pregnancy or childbirth.
- 2.2 Exposure to contagious disease.
- 2.3 Dental, eye, or other physical or medical examinations or treatments by licensed practitioners.
- 2.4 Illness or injury in the immediate family (close relatives or persons residing in the immediate household of the faculty unit employee, except domestic employees or roomers).
- 2.5 Death of a person in the immediate family (as defined in Section 2.4). This is a supplement to the bereavement leave provided in CBA Sections 23.1 to 23.3.
- 2.6 Family leave for reason of the birth, adoption or foster care of a child. Leaves taken for these purposes shall be initiated within one year of the birth of a child or placement of a child with the faculty unit employee in the case of adoption or foster care. See CBA Section 22.14.
- 2.7 Family leave for the serious health condition of a child,

parent or spouse. See CBA Section 22.15.

3. Catastrophic Sick Leave

Faculty unit employees who have exhausted all accrued leave credits, i.e., sick leave, vacation, and CTO, due to a catastrophic illness or injury may request participation in the Catastrophic Sick Leave program in accordance with CBA Section 24.21.

Faculty unit employees may voluntarily donate sick leave credits to any other CSU employee on the same campus in accordance with CBA Section 24.21.

4. Reporting of Sick Leave Absences

Faculty unit employees shall be responsible for immediately reporting an absence to the appropriate administrative office. Faculty unit employees shall be responsible for promptly completing and signing the campus absence form and returning the absence form to the appropriate administrative office. Faculty unit employees may be required to provide a physician's statement or other appropriate verification for absences after three consecutive days charged to sick leave. A faculty unit employee shall not normally be required to provide such a statement or verification for an absence of three consecutive days or less charged to sick leave. Verification may also be required in cases where the reason for the sick leave is birth, adoption or foster care of a child and serious health condition of a child, parent or spouse". See CBA Sections 23.5 and 22.15.

5. Sick Leave Charges

5.1 A full-time faculty unit employee shall be charged eight hours sick leave for each day he/she was not available to work due to an absence chargeable to sick leave. Sick leave shall be charged from the onset of such an absence until the employee resumes attendance at the campus. A faculty unit employee who was in attendance on campus for part of a workday shall be charged such leave on a proportional basis for an absence chargeable to sick leave.

A faculty unit employee shall not be considered to work more than five days in a seven day period for the purpose of charging sick leave.

In the case of sick leave for reason of the birth, adoption or foster care of a child, sick leave charges shall not apply until after the ten days leave with pay granted faculty unit employees following the arrival of a new child [CBA Section 23.4] have been used and only for the actual days with work assignments during the period of leave.

5.2 A less than full-time faculty unit employee shall be charged sick leave on an hour-for-hour basis for absences chargeable to sick leave for

hours of scheduled assignments.

6. Authorization for Special Purposes

College Deans/University Librarian/Vice President for Student Services or designees are authorized to approve sick leaves for the following special purposes:

Up to 40 hours of accrued sick leave credits for each death in the immediate family.

Up to 60 days of unpaid sick leave or the use of vacation for a faculty unit employee who has exhausted his/her accumulated sick leave.

Unpaid sick leave in excess of 60 days when it is determined that a critical need exists.

Directed sick leave if it is determined that a faculty unit employee is unable to carry out his/her duties due to medical incapacity.

7. Additional Provisions

Under no circumstances may a faculty unit employee be granted sick leave for days during layoff periods, during a leave of absence without pay or during an officially scheduled campus closure, unless the faculty unit employee is officially scheduled to work during such a closure.

Upon request, a faculty unit employee who returns to CSU employment within 10 months following the date of separation shall be credited by the campus with his/her sick leave balance at the time of separation from previous CSU employment. If the faculty unit employee is appointed to a classification in which sick leave is not accrued, this provision shall not apply.