7.3.6 Sick Leave With Pay

Policy Statement

All regular full benefits eligible and partial benefits eligible employees shall accumulate sick leave each month the employee works at least 15 calendar days. Non benefit eligible do not accrue sick leave. Full and partial benefit eligible employees shall accumulate sick leave in an equivalent ratio to their percentage of time employed. For example, if an employee works seventy five percent time (30 hours per week), the employee would earn 6 hours per month (.75 X 8 hours). Eight hours is the maximum number of sick leave earned in one month. If sick leave is claimed for a continuous period in excess of one week, a physician's statement will be required so that the employee may continue to claim sick leave benefits. Also, at the discretion of the supervisor, an employee may be required to submit medical verification from his/her physician to verify an illness or disability which prevents the employee from performing their job duties for less than one week. Sick leave for all employees shall be cumulative with no maximum. Sick leave may be granted at the discretion of the University and upon approval by the supervisor for any of the following reasons:

- Illness or injury of the employee.
- Medical and dental treatment or consultation.
- Quarantine due to a contagious illness in the employee's household.
- Illness, injury or death in the employee's immediate family requiring the employee's presence. In the event of a death in one's immediate family, an employee may be allowed necessary time off with pay not to exceed four working days chargeable to sick leave to attend funeral arrangements. The immediate family and amount of time allowed shall be determined by the immediate supervisor and the individual circumstances.

Employees should report in “fit to work” condition. If an employee experiences an illness which is spread through casual contact (sneezing, coughing, etc.), he/she should take all appropriate measures to avoid infecting other employees, including staying home to recuperate.

Supervisors should ensure the workplace is a safe environment for all workers. To that end, a supervisor may ask an employee exhibiting signs of being unfit for work to take appropriate leave or to submit medical documentation supporting his/her “fitness for duty.” Illnesses not spread through casual contact (e.g., Hepatitis C, HIV, AIDS) are generally not workplace issues unless the employee requests accommodations under the Americans With Disabilities Act.

Sick leave with pay may be granted to employees who are absent due to an illness or health related issue which affects the staff member or any member of the employee's immediate family, provided sick leave is available. This includes absences due to personal illness or injury, illness or injury of a family member, calls from schools or day care providers to pick up a sick child, doctor's office visits for routine health care, and any other legitimate illness or health care issue which affects an employee or the employee's immediate family. If an employee elects to use available annual leave in lieu of sick leave for such absences, the request should be honored.
Organizational units may still require that classified employees submit requests for sick leave pay in writing. The **Leave Request form** for classified employees is available for this purpose. Distribution and use of the Leave Request form is optional for all departments and should not be forwarded to Human Resources. (The Leave Request form is also designated for optional use as an inter-office form for University personnel to request annual leave and miscellaneous leave.)

These provisions will not apply to leaves of absence for reasons other than stated above, or for periods during which employees would not be required to perform services under the terms of their employment.

Sick leave can be taken for any incapacity related to pregnancy and for the mother’s recovery after birth, generally, 6-8 weeks as recommended by her physician. Sick leave (with and without pay) policies apply for absences related to pregnancy and post-partum recovery.

In determining the length of service of an employee in the University System, any time spent on leave of absence shall be excluded. An approved leave of absence for sickness shall not, however, have the effect of breaking the continuity of the employee's service.

Any payment under the provisions of this regulation for illness or injury covered by the Workers’ Compensation Act shall be reduced by the amount of payment received under the provisions of the Act.

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

**View holiday pay for individuals on sick leave without pay.**

Acceptance of leave from a State of Georgia agency by the University System of Georgia - The University System of Georgia shall accept up to a maximum of 96 hours of sick leave from a benefited employee who moves from a State of Georgia agency to the University System of Georgia. For a unit of the University System of Georgia to accept sick leave, the employee must have no more than a 30-calendar-day break in service. Written verification of the employee's sick leave balance must be provided to the University System of Georgia by the terminating State of Georgia agency. Annual leave will not be accepted for a benefited employee who moves from a State of Georgia agency to the University System of Georgia (BOR Minutes, June 2005). (Added to this manual 6/23/2005.)

Acceptance of sick leave among University System of Georgia institutions - Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service (BOR Minutes, 1991-92, pp. 354-355). (Added to this document March 10, 2006.)

**Procedures**

Sick leave taken by non-administrative classified employees is reported on employee time records submitted every two weeks. Sick leave taken by administrative personnel is reported on monthly payroll vouchers submitted each month. All sick leave reported on employee time records and monthly payroll vouchers is maintained in the epayroll leave accounting system at [http://www.epayroll.uga.edu/](http://www.epayroll.uga.edu/).

**Forms/Instructions**

LEAVE REQUEST FORM: [http://www.busfin.uga.edu/forms/leave.pdf](http://www.busfin.uga.edu/forms/leave.pdf)

EPAYROLL ACCOUNT SYSTEM: [http://www.epayroll.uga.edu/](http://www.epayroll.uga.edu/)

**Responsibilities**

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

Policy Contact: Kim Eberhart

Phone Number: 706-542-6077
Policy Dates
Effective Date:

Date Last Updated: 10/17/18
Date of Last Review:
Date of Approval:

Previous Version of Policy: