Sick Leave General Information

Policy Statement

All regular full-time employees shall accumulate sick leave at the rate of eight hours per calendar month of service. All regular part-time employees working one-half time or more shall accumulate sick leave in an equivalent ratio to their percentage of time employed. 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.

If sick leave is claimed for a continuous period in excess of one week, a physician's statement is 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 his/her job duties for less than one week.

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.

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.

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.

Sick leave shall be accrued based on the initial employment date of an employee. A new hire must be employed on or before the fifteenth of a month to qualify for accrual of sick leave for that month.

An employee who terminates on or after the fifteenth of a month shall accrue sick leave for that month.

Applying leave in a timely manner

It is the responsibility of each department to enter leave into the eLeave system at the time leave is taken. Advance leave is not authorized; for example, if an employee is absent and has a zero leave balance, the department should not delay entering the leave until the employee earns enough leave to cover the absence. Leave hours taken must be entered into the eLeave system within 10 business days of the absence.

If an employee does not have enough leave (as reflected in the eLeave system) to cover the time off, the department must put the employee in a sick leave without pay status or a personal leave without pay status, as applicable, to cover any time in excess of the employee's accrued leave balance.

Clearing leave upon separation

The home department must manually clear annual leave (after any payout) and sick leave from the eLeave system upon the faculty/staff member's separation from the University. (Although the sick leave will be cleared, a record will be maintained for TRS service retirement credit, if applicable.)

Separation of duties

Users of the eLeave system must not enter or adjust their own leave balances in the eLeave system. Departments should have appropriate review processes in place to ensure the accuracy and timeliness of eLeave submissions by departmental staff.

Forms/Instructions

Leave Form: [http://www.busfin.uga.edu/forms/leave.pdf](http://www.busfin.uga.edu/forms/leave.pdf)

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

[Acceptance of Sick Leave from a State of Georgia Agency](#) | [Maternity Leave](#)