



7.3.7 Sick Leave Without Pay

Policy Statement

Any employee unable to report to work because of illness must exhaust all accumulated sick and annual leave before becoming eligible for sick leave without pay (exception: under the Workers' Compensation Act, an employee injured on the job and unable to work may elect in writing not to use accrued leave prior to going on a sick leave without pay status). An employee requesting an extended period of sick leave without pay for a personal illness must include a statement from his/her physician which verifies the employee is unable to perform his/her assigned duties for medical reasons. If approved by unit management and Human Resources, such leave may not exceed twelve consecutive months, and the employee has the right to continue group insurance benefits, with the University continuing its share of the cost. All other benefits are prohibited which otherwise would accrue to the employee. An employee on leave without pay will not accrue sick leave or annual leave time. No promise of reemployment is required during, or at the conclusion of, sick leave without pay status (exception: if the employee is eligible for Family & Medical Leave (FMLA) leave, he/she must be placed in a position of like status and pay upon returning to work after applicable FMLA leave).

If the employee is unable to return to work at the end of the leave period, at the president's discretion, the employee may be granted a maximum 12 months of personal leave without pay. In personal leave without pay situations, the individual may continue group health care coverage, but must pay the entire (employer + employee) portion of the healthcare premium. No promise of reemployment is required during, or at the conclusion of, personal leave without pay status.

Holiday pay

An employee on approved sick leave without pay for three continuous calendar months or less is eligible to receive pay for holidays which occur within the three calendar months period, upon his/her return to work. At the discretion of the unit, the eligible holiday time may be received as back pay or the time may be added to the employee's annual leave balance by way of an adjustment.

Procedures

Classified employees requesting approval for sick leave without pay for ten (10) or more consecutive working days must complete a [Classified Employee Leave Without Pay Form](#).

Forms/Instructions

Leave Without Pay Form: <http://www.busfin.uga.edu/forms/lwop.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

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[< Sick Leave With Pay | Miscellaneous Leave \(for classified staff NOT chargeable to annual or sick leave\) >](#)

Policy Dates

Effective Date:

Date Last Updated: 10/28/2015

Date of Last Review:

Date of Approval:

Previous Version of Policy: