



SICK LEAVE POLICY

Area: Leave Time	Number: 2305
Subject: Accrual and Use of Sick Leave	Issued: 7/2008
Applies To: Classified Staff	Revised: 1/2015
Sources:	Updated:
Responsible Party: Associate Vice President for Human Resources	Page(s): 1 of 3

Purpose

To provide policies and procedures for the accrual and use of sick leave for all classified employees.

Policy

Regular, benefits-eligible employees will be eligible to accrue and use sick leave as outlined below.

For all regular full-time employees of the University System of Georgia defined in Section 801 of the Board of Regents Policy Manual, sick leave shall be accumulated at the rate of one working day per calendar month of service. Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

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

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.

3.0 Use

Sick leave may be granted at the discretion of the institution and upon approval by the supervisor. The total amount of approved sick leave for which an employee may be paid cannot exceed the employee's sick leave balance. Use of the accrued sick leave may be approved for the following reasons:

3.1 Illness or injury of the employee.

3.2 Medical and dental treatment or consultation of the employee that cannot be scheduled before or after duty hours or on a day off.

3.3 Quarantine due to a contagious illness in the employee's household.

3.4 Illness or injury of the employee's spouse, dependent child or stepchild, parent, or spouse's parent which requires the employee's presence.

3.5 Maternity.

3.6 Medical appointments for dependents.

3.7 Death in the employee's immediate family requiring the employee's presence. Please see Bereavement Leave Policy 2395 for further detailed information.

3.8 Sick leave may be used if an employee becomes ill while on annual leave. Approval of the employee's immediate supervisor must be obtained prior to returning to work. If this is not possible, a doctor's statement, certifying the dates of illness, will be required in order to make this change upon return from annual leave. Sick leave used during an annual leave period does not extend the previously authorized annual leave period.

If an employee has claimed sick leave for themselves or to take care of an ill family member for a duration of three (3) consecutive working days, a physician's note is required upon the employee's return to work. This action provides the department the necessary information to determine whether the employee needs any accommodations upon their return, or if the employee's medical condition qualifies for Family Medical Leave (FML).

A physician's note is a document generated by a physician or Nurse Practitioner stating that they have treated the employee or employee's family member. The note will also indicate if there are any restrictions or accommodations needed upon the employee's return.

Note: In order to comply with HIPPA, a physician's note that encompasses confidential medical information should not be given to the supervisor, but to Human Resources. Human Resources will then contact the supervisor indicating that a physician's note was received.

If an employee abuses sick leave, contact the the Associate Vice President for Human Resources or the Director of Employee Relations for additional guidance and next steps.

Initial Use

4.0 Sick Leave Reporting

The number of hours of sick leave used should be reported under the applicable date in ADP. The hours of sick leave reported must not exceed the number of hours the employee is normally scheduled to work each day. If a scheduled holiday occurs while an employee is on sick leave, that day will be considered holiday time rather than sick leave.

NOTE: The number of hours reported for sick leave may not exceed the employee's sick leave balance. Hours recorded in excess of this balance will be converted to annual leave, if available, or LWOP. If an employee's LWOP is expected to extend beyond the current bi-weekly pay period for non-exempt employees or a period of ten (10) working

days for exempt employees, a PAF to officially place the employee on Leave Without Pay must be submitted to Human Resources.

4.1 Status Change

An employee eligible for sick leave who changes to temporary status (less than half-time) is no longer eligible to use sick leave for absences. All accrued sick leave will be retained in the employee's file for use if the employee returns to a Regular/Part-time or Regular status.

4.2 Employees will not be paid for accrued sick leave upon termination of employment. Accrued sick leave may be transferred to another Institution of the University System of Georgia provided there is not an actual break in service.

4.3 A retirement credit for unused sick leave is available for members of the Teachers Retirement System at the time of retirement. The amount of the credit is determined by the Teachers Retirement System. Employees should verify the amount of sick leave that can be applied as a credit toward retirement with the Benefits section of Human Resources.

5.0 Acceptance of Sick Leave from a State of Georgia Agency

Pursuant to section 802.0809 of the Board Regents Policy, effective July 1, 2005, Georgia Southern will accept up to a maximum of 96 hours of sick leave from a benefited employee who moves from a State of Georgia agency to Georgia Southern. For Georgia Southern 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 Georgia Southern by the terminating State of Georgia agency.