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Policy Information

Effective Date:

August 21, 2017

Last Revised Date:

January, 2020

Reference:

Classified Staff Human Resources Policy Manual 201.0

University Handbook for Appointed Personnel 8.02.01

University Staff Manual 3-110

Responsible Unit:

Division of Human Resources

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Purpose and Summary

The University provides sick time to allow an eligible employee paid time off during periods of personal illness, to obtain healthcare services, or to care for an immediate family member or member of the established household who is ill or needs healthcare services. This policy describes how paid sick time is accrued and how it may be used.

Scope

Sick time is available to employees whose position is designated as full benefits eligible.

Policy

Accrual

Eligible University employees accrue paid sick time at the rate of eight (8) hours for each month of full-time employment, calculated on a biweekly basis. Paid sick time shall accrue at the rate of 3.69

hours per 80-hour pay period for full-time employees, or .046125 hours for each paid hour up to 80 hours.

Employees do not accrue paid sick time while in an unpaid status or for overtime hours they may work. University employees with academic-year schedules do not accrue paid sick time during nonwork periods.

Paid Sick Time

All paid sick time requests must be made as early as possible and in accordance with departmental procedures.

Employee Illness/Injury

Eligible employees may be granted paid sick time when they are unable to perform duties because of (a) illness, injury, pregnancy, childbirth, or related medical conditions; or (b) when absent for the purpose of obtaining health-related services not available outside of regular working hours.

Serious Illness within an Employee's Immediate Family, Established Household or in Primary Care Situations

Paid sick time may be requested to attend to the health needs of an immediate family member or member of the employee's established household.

Bereavement Time

Employees may request paid sick time upon the death of family members who are not covered under the University's Bereavement Leave Policy. Employees may use up to three days of accrued paid sick time for this purpose, and may request two additional days to attend or arrange funeral services out-of-state.

Family and Medical Leave

A University employee who is absent from work for more than three (3) consecutive workdays due to a qualifying reason under the Family and Medical Leave Act will have that absence counted toward their Family and Medical Leave entitlement. During any period of Family and Medical Leave, the employee must take paid sick time at the employee's full FTE rate.

Work-Related Illness or Injury

In the case of a work-related illness or injury, the Workers' Compensation policy applies.

Transfer/Change of Status/Rehire

University employees who transfer from a full-benefits-eligible status to a temporary, part-time, student worker, or other employment status that does not accrue sick leave will forfeit their sick leave balance. This balance may be reinstated for employees who return to a full-benefits-eligible position within one year.

Individuals hired within 30 days of termination from another State of Arizona agency or Arizona university may request to have their unused accumulated sick leave transferred to the University of Arizona, provided the termination was not the result of disciplinary action or retirement with a payout of accumulated sick time. This request must be made to the Division of Human Resources

within 30 days of beginning University employment.

University employees who are rehired within one year after separation from the University may have all previously accumulated sick time reinstated. However, an individual who retires and receives a payout of Retiree Accumulated Sick Leave (RASL) will not be eligible to have the sick leave balance reinstated.

Coordination with Disability Benefits

Paid sick time may offset short- and long-term disability (LTD) benefits. The appropriate insurance provider should be contacted for any applicable coordination of benefits procedures.

Termination

No accrued paid sick time will be paid upon separation from University service, unless the employee is eligible for a Retiree Accumulated Sick Leave (RASL) payment upon retirement or death.

General Provisions

Immediate supervisors or their department designees are responsible for maintaining an accurate record of paid sick time for each eligible employee, confirming that employees have the requested time available, and ensuring paid sick time is accurately recorded on time records.

An employee who becomes ill or injured during an approved vacation may request conversion of vacation time to paid sick time. Verification of illness or injury may be requested before the conversion is approved.

If an authorized holiday falls within a period of absence caused by illness or injury, paid sick time shall not be charged for the holiday.

When in conflict with this policy, federal policy or state laws and regulations will apply.

Related Information*

[Federal Family and Medical Leave policy](#) [2]

[Compassionate Transfer of Leave policy](#) [3]

[Parental Leave policy](#) [4]

[Retirement Policy](#) [5]

[Workers' Compensation/Job-Related Injuries or Illnesses policy](#) [6]

[Arizona Board of Regents Policy 6-804. Sick Leave](#) [7]

[Arizona Revised Statutes 38-615. Payment for accumulated sick leave; requirements; limit; definition](#) [8]

[Family & Medical Leave Act of 1993, as amended](#) [9]

Workers' Compensation Act [10]

Revision History*

January 23, 2020

UHAP 8.02.01 and Classified Staff Manual 201.0 merged August 21, 2017

This policy incorporates the former Classified Staff Human Resources Policy 220.0 Vacation and Sick Leave Accruals for Rehires.

Source URL: <https://policy.arizona.edu/employment-human-resources/sick-time>

Links

[1] <mailto:hrrsolutions@email.arizona.edu>

[2] <http://policy.arizona.edu/human-resources/federal-family-and-medical-leave>

[3] <http://policy.arizona.edu/human-resources/compassionate-transfer-leave>

[4] <http://policy.arizona.edu/human-resources/parental-leave-policy>

[5] <https://policy.arizona.edu/employment-human-resources/retirement-policy>

[6] <http://policy.arizona.edu/employmenthuman-resources/workers%E2%80%99-compensationjob-related-injuries-or-illnesses>

[7] <https://public.azregents.edu/Policy%20Manual/6-803-Vacation%20Leave.pdf>

[8] <http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/38/00615.htm&Title=38&DocType=ARS>

[9] <http://www.dol.gov/whd/regs/statutes/fmla.htm>

[10] <http://www.dol.gov/dol/topic/workcomp/index.htm>