

**Accrual** - Sick leave is accrued by all employees, except Temporary, and permits time off from work with pay primarily, although not exclusively, for personal and family medical reasons. There is no maximum number of hours of sick leave that may be accrued. Sick leave balances are rounded to two decimal places for all employees.

Full-time Administration Faculty, and Staff employees accrue sick leave at the rate of 4 hours biweekly. Full-time Executive Service employees accrue sick leave at the rate of 5 hours biweekly.

**Prorating the Accrual of Sick Leave** - the accrual of sick leave is prorated when the employee is appointed for less than 1.00 FTE, or appointed 1.00 FTE but is paid for less than 80 hours for a full pay period. The following is the formula to prorate leave accruals:

Divide the number of hours in pay status for the pay period by the number of hours in a full pay period for full-time employment, then multiply this quotient by the normal leave accrual rate for full-time employment during a pay period.

Except in situations where an employee has sustained an on-the-job injury and is being paid less than the number of hours in a full pay period, the leave accrual must be prorated based on the number of hours in pay status.

**Examples of Prorating Accruals** - The following is an example of prorating leave when a full-time employee is paid less than 80 hours for a full pay period:

**Example** - the Faculty employee is paid 64 hours for the pay period and normally accrues 4 hours of leave as a full-time employee:  $64/80 = 0.80 \times 4.0 = 3.20$  hours accrued

The following are examples of prorating leave when a part-time employee is paid more or less hours than regularly scheduled during the pay period:

**Example** - the Staff employee is appointed .50 FTE but is paid 30 hours for the pay period:  $30/80 = 0.375 \times 4.0 = 1.50$  hours accrued

**Example** - the Staff employee is appointed .50 FTE but is paid 50 hours for the pay period:  $50/80 = 0.625 \times 4.0 = 2.50$  hours accrued

**Phased Retirees** - All Phased Retirees will be credited with 40 hours of sick leave at the beginning of each full-time semester appointment or a pro-rated number of hours based on the FTE if less than full-time. It is to be used on increments of not less than 4.0 hours when the participant is unable to perform assigned duties as a result of an illness or injury to the participant or the participant's immediate family. Any sick leave not used during the reemployment period carries forward to the following reemployment period. Any sick leave balance remaining at the end of the five-year PRP contract is forfeited.

Only Phased Retirees who were formerly appointed to a 12-month contract whose assignment during the period of reemployment is the same or similar to that during the 12-month appointment are to be credited with 40 hours of leave with pay at the beginning of each full-time semester appointment for personal reasons unrelated to disability. For less than full-time semester appointments, the retiree will be credited with a pro-rated amount. Such leave may be used in increments of not less than four hours. If the leave is not used during the reemployment period, it is forfeited and cannot be carried forward to the next reemployment period. Any annual leave balance remaining at the end of the five-year PRP contract is forfeited.