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| University Enterprises, Inc. Policies and Procedures | | Policy No. 515 |
| Section: | Human Resources | |
| Policy: | Sick Leave | |
| Revised Date: | July 1, 2015 | |

Sick Leave

I. PURPOSE

To provide income protection for employees who are temporarily absent from work due to personal illness, illness of a family member, for medical appointments, or for purposes related to the status of an employee as a victim of domestic violence, sexual assault, or stalking.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

III. POLICY

A. Sick Leave Accrual:

1. Salaried Full-Time Regular employees earn four hours of paid sick leave for each qualifying period (pay period) of service completed. Hourly and Part-Time Regular employees who earn sick leave do so on a prorated basis. There is no limit on accrual of sick leave benefits for Salaried, Hourly, or Part-Time Regular employees.
 2. Beginning July 1, 2015 all other at-will employees anticipated to work for 30 or more days earn one hour of paid sick leave for each thirty hours worked and may not exceed a maximum of 48 hours (or six days) of accrued sick leave. If an employee reaches this cap, no further paid sick days will accrue until the employee falls below the cap. Beginning on the 90th day of employment employees may use up to a maximum of 24 hours (three days) in each calendar year of employment.
- B. Use of Sick Leave: Sick leave may be used during an eligible employee's absence from work caused by personal or family illness, accident, doctor's appointments, or for purposes related to the status of an employee as a victim of domestic violence, sexual assault, or stalking. "Family Member" - the employee's spouse, domestic partner as defined by California law, children, parents, siblings, in-laws, legal guardians, grandparents, or grand-children.
 - C. Attendance: The number of sick leave hours credited to an employee indicates a benefit granted and does not establish a guideline for acceptable attendance.
 - D. Coordination of Benefits: Amounts paid to the employee under Workers' Compensation Insurance, State Disability Insurance, or Paid Family Leave will be coordinated with sick leave payments.
 - E. Relation to Family Care and Medical Leave: If an employee takes sick leave due to the employee's own serious health condition or the serious health condition of the employee's immediate family member, UEI may also count such time off as leave under Policy No. 520 - Family Care and Medical Leave, if applicable.
 - F. Minimum Unit: Non-exempt employees must take sick leave benefits in increments of no less than 15 minutes. Exempt employee must take sick leave benefits in increments of no less than one working day.
 - G. Separation and Rehire: Accrued but unused sick leave will not be paid to employees upon separation. If an employee is rehired within one year up to 48 hours of their accrued, unused paid

sick leave will be reinstated. This time will be available to be used beginning with the date of rehire.

IV. COORDINATION OF SICK LEAVE, WORKERS' COMPENSATION, STATE DISABILITY INSURANCE, AND PAID FAMILY LEAVE

Sick leave is paid compensation which, when combined with the amount an employee is eligible under Workers' Compensation, State Disability Insurance, or Paid Family Leave will be equivalent to no more than the employee's daily rate of pay.

V. PROCEDURE

These guidelines will be followed by supervisors in administering sick leave:

- A. Maintenance of Contact: During a period of sick leave, an employee is expected to maintain regular contact with the supervisor, or make other suitable arrangements, in order for the supervisor to know the employee's estimated date of return to work. Use of paid sick leave benefits are contingent upon the employee maintaining regular contact with his or her supervisor. For absences of three days or longer, the supervisor will notify Human Resources of the employee's estimated date of return to work.
- B. Physician's Release: The supervisor may require a physician's written release before the employee may return to work. All employees returning from sick leave who have received Workers' Compensation, State Disability Insurance, or Long Term Disability benefits must present a written release from their physicians prior to returning to work. The release should be sent to the Human Resources division office as soon as the employee returns. A fitness for duty exam may then be required.
- C. Doctor and Dentist Appointments: Employees are expected to schedule these appointments to minimally effect their work or work area.
- D. Holiday Pay: If a paid holiday occurs while an employee is on paid sick leave, the employee will receive holiday pay for that day, not sick leave pay.
- E. Overtime: Paid sick leave shall not count as time worked for overtime purposes.
- F. Request for Leave: If the need for time off is foreseeable, employees must provide reasonable advance notice. If the need for time off is not foreseeable, employees must provide notice of the need for leave as soon as practicable. An employee is not required to search for or find a replacement worker for the time taken as sick leave.

VI. RELATED POLICIES

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| Policy No. 516 | Pregnancy Disability Leave |
| Policy No. 520 | Family Care and Medical Leave |
| Policy No. 525 | Bereavement Leave |
| Policy No. 540 | Catastrophic Leave Program |
| Policy No. 545 | Personal Leaves of Absence |
| Policy No. 550 | Disability Leaves of Absence |
| Policy No. 555 | Extraordinary Leaves of Absence |
| Policy No. 615 | Attendance |
| Policy No. 925 | Fitness for Duty Exam |