

Paid Sick Time

Policy Number:

201.0

Effective Date:

09/1988

Revised Date:

04/2007

10/2009

Reference:

Arizona Board of Regents Policy 6-804 Sick Leave

The purpose of paid sick time is to provide a continuation of salary or wages to eligible Classified Staff employees whose absences from work meet the requirements of this policy. Paid sick time is a privilege and not an earned right.

ELIGIBILITY

Regular Classified Staff employees are eligible and accrue paid sick time from the most recent date of hire into a Regular Classified Staff position. Part-Time and Temporary Classified Staff employees are not eligible for paid sick time benefits.

ACCRUAL

An eligible Regular Classified Staff employee accrues 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 shall not accrue paid sick time while in an unpaid status or for overtime hours worked.

REQUIREMENTS

Paid Sick Time - Family and Medical Leave (see [Policy 218.0 - Family Medical Leave](#))

During any period of Family and Medical Leave, eligible employees must use accrued paid sick time at their full FTE rate. Employees who are absent from work for more than three (3)

consecutive work days due to a qualifying reason under Family and Medical Leave will have the period of absence credited to their Family and Medical Leave entitlement.

Eligible employees may use paid sick time as described below for situations where Family and Medical Leave does not apply.

Paid Sick Time - Employee Illness/Injury

Eligible employees may be granted paid sick time when they are unable to perform duties because of 1) illness, injury, pregnancy, childbirth, or related medical conditions or 2) when absent for the purpose of obtaining health-related services not available outside of regular working hours.

Paid Sick Time - Serious Illness Within an Employee's Immediate Family, Established Household or In Primary Care Situations

An eligible employee may be granted use of paid sick time when absence is the result of serious illness or communicable disease within the employee's immediate family, established household, or in situations which place primary responsibility for care on the employee. For purposes of sick leave usage for an absence not covered under Family and Medical Leave, serious illness means that the employee's presence is required temporarily until other arrangements can be made to provide essential care to a family member who resides at the employee's residence and who is under the care of a physician.

An eligible employee may use paid sick time upon death of family members who are not covered under [Policy #208.0 - Administrative Absence With Pay, #5, Bereavement](#). Employees may use up to three days of accrued paid sick time for this purpose and two additional days to attend or arrange funeral services out-of-state.

Paid Sick Time - Probationary Regular Classified Staff

A Probationary Regular Classified Staff employee may use **accrued** paid sick time during the initial probationary period. ▼

GENERAL PROVISIONS

Deleted: under the following conditions: ¶
Paid sick time is limited to the amount the employee has earned and shall be recovered from the final paycheck if the employee terminates prior to completion of the probationary period.

It is the responsibility of the department head or designee to maintain an accurate record of paid sick time for each eligible employee, confirm that the employee has the requested time available, and to ensure accurate designation of paid sick time used on the Employee Time Record. Eligible employees who become ill or injured and are confined by a physician during periods of approved vacation may request conversion of that time to paid sick time. Department heads are authorized to approve such requests based upon written verification of confinement from the physician.

It is the responsibility of the employee to report medical inability to work before the start of the shift or as soon as possible thereafter. An employee who has used all available paid sick time and remains unable to work may request a leave of absence in accordance with the applicable leave of absence policy.

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

TRANSFER/CHANGE OF STATUS/REHIRE

Employees who are transferred from Regular Classified Staff status to Temporary Classified Staff, Part-Time Classified Staff, student, or other status shall retain their accrued balance of paid sick time. This balance shall be available for use upon return to Regular Classified Staff status, provided there has been no break in University service.

An employee hired by the University from the board office, an Arizona university or state agency within thirty (30) days of termination shall be credited with all unused paid sick time accumulated at time of termination, provided the termination was not the result of disciplinary action. However, if the transferred employee retired and previously received a payout of accumulated paid sick time, there will be no reinstatement. The employee is responsible for providing the employing department with documentation of his/her termination date and the accumulated paid sick time balance. The department will forward the information to Payroll for processing.

A rehired employee whose separation from the University has not exceeded twelve (12) months may be credited, at the discretion of the hiring department, with any unused paid sick time he/she had accrued prior to termination, provided the termination was not the result of

disciplinary action. However, if the employee retired and previously received a payout of accumulated paid sick time, there will be no reinstatement.

COORDINATION WITH OTHER BENEFITS

Paid sick time may offset long-term disability (LTD) benefits. An employee must contact his/her LTD provider for any applicable coordination of benefits procedures.

Paid sick time pay offset Worker's Compensation benefits. An employee must contact the Safety and Risk Management Department for any application coordination of benefit procedures.

TERMINATION

No accrued paid sick time shall be paid upon separation from University service except upon retirement. (See [Policy # 202.0 - Accumulated Sick Leave Payment for Retiring Regular Staff Employees](#)).

Deleted: Individuals may qualify for a cash payout of paid sick time