

SECTION 802.03

Sick Leave

The University has established a sick leave policy allowing salary continuation for all regular employees who are incapacitated by illness or injury. Supervisors should impress upon their employees that sick leave is a privilege, not an inherent right to additional time off the job. Abuse of this privilege will be considered a serious offense and could be considered just grounds for termination of employment.

Employees should notify their supervisors immediately if they are unable to report to work due to illness. Those failing to "call in" might have the absence charged against annual leave or considered as leave without pay, depending upon their supervisor's recommendation.

Employees who have failed to call in or show up for work for three days may be considered to have abandoned their position and will be terminated for job abandonment. See Section 801.01 for additional information.

It is the policy of Valdosta State University and the Board of Regents to provide a means for university employees to voluntarily contribute sick leave to a leave pool to be used by fellow employees who have exhausted all leave and because of a medical emergency are in need of additional sick leave. Click on the [Shared Sick Leave Program](#) am for additional information.

1. Sick Leave with Pay

Sick leave with pay may be granted to employees who are absent due to an illness or health related issue which affects the staff member or any member of the employee's immediate family, provided that sick leave is available. This includes absences due to personal illness or injury, illness or injury of a family member, calls from schools or day care providers to pick up a

sick child, doctor's office visits for routine health care, and any other legitimate illness or health care issue which affects an employee or the employee's immediate family. If an employee elects to use available annual leave in lieu of sick leave for such absences, the request should be honored.

a. For all regular employees of the University System of Georgia, sick leave shall be accumulated at the rate of one working day per calendar month of service. All regular employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for all employees shall be cumulative with no maximum limitation. Monthly accruals will be made at the close of business on the last working day of the month. Employees are not allowed to take accruals in advance.

b. Sick leave may be granted at the discretion of the institution and upon approval by the supervisor of an employee's absence for any of the following reasons:

1. Illness or injury of the employee.
2. Medical and dental treatment or consultation.
3. Quarantine due to a contagious illness in the employee's household.
4. Illness, injury, or death in the employee's immediate family requiring the employee's presence.

Immediate family for the purposes of sick leave is defined as the employee's spouse, parents, grandparents, children, brothers, sisters, in-laws and members of the employee's household. Sick leave can be used for up to three days for death in the immediate family. Additional use of sick leave for this purpose is at the discretion of the supervisor.

2. Disability due to pregnancy

Sick leave claimed for a continuous period in excess of five days, will require a physician's statement in order for further sick leave with pay to be taken. This statement may include: dates of illness; the date upon which the employee will be able to return to work; what percentage of time he/she will be able to work and whether or not any restrictions are imposed on the employee's daily activities pertaining to his /her work. A physician's statement approving an employee's return to active work status is required in cases of surgery, illness, disability (including post-delivery) or injury.

A physician's statement may also be required for shorter absences at the discretion of the employee's supervisor.

For employees on probation, a supervisor may request a physician's statement for a sick leave claim even for one day, provided the employee has been advised in writing that such a request will be made.

Extended sick leave may be granted within the guidelines of the Family Medical Leave Act as defined in Section 802.5.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his or her employment. Employees placed on terminal sick leave, pending retirement, shall not accrue sick leave or other benefits. Sick leave may be counted toward service with the Teachers Retirement System as set forth below:



Days of Unused Sick Leave	Creditable Service	Days of Unused Sick Leave	Creditable Service
0-59	None	330-349	17 months
60-69	3 months	350-369	18 months
70-89	4 months	370-389	19 months
90-109	5 months	390-409	20 months
110-129	6 months	410-429	21 months
130-149	7 months	430-449	22 months
150-169	8 months	450-469	23 months
170-189	9 months	470-489	24 months
190-209	10 months	490-509	25 months
210-229	11 months	510-529	26 months
230-249	12 months	530-549	27 months
250-269	13 months	550-569	28 months
270-289	14 months	570-589	29 months
290-309	15 months	590-600	30 months
310-329	16 months		

3. Sick Leave Without Pay

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits; and the institution will continue its share of the cost. All other benefits are prohibited which otherwise would accrue to the employee/patient. Sick Leave without pay may be granted by the Director/Dean of the area in consultation/approval of the appropriate Vice President. Extended leave of this nature may be incorporated with the Family Medical Leave Act which is defined in a subsequent section.

4. Sick Leave Accrual for Faculty

Effective July 1, 1983, the University System of Georgia adopted a sick leave policy for all permanent general faculty employees who are employed on a fiscal or academic year basis at one-half time or more.

This policy supersedes the Regent's previous sick leave policy which granted sick leave of two weeks, one month, three months, etc., in accordance with the faculty member's length of service. For the purposes of sick leave, faculty will be regarded as working a five day week with a workday being defined as eight (8) hours. The policy provides for a sick leave accrual rate for general faculty employees of one day (8 hours) per month. On the tenth month faculty accrue ten days of sick leave each academic term. Faculty members working less than one-half time and temporary faculty members accrue no sick leave.

This accrual is based on continuous employment at one-half (.50 EFT) time or more and earned in an equivalent ratio to the percentage of time worked. For example, a regular faculty member working one-half time earns four (4) hours of sick leave per month.

5. Absences must be reported and records maintained for both faculty and staff

In addition, the policy mandates that absences must be recorded and accurate records of sick leave and vacation time accrued and taken are to be maintained. Supervisors must ensure that accurate leave records are kept. Violations of this procedure/ policy will be subject to disciplinary action. Several tools are available for use to reconcile leave;

- a. An [On-line ADP monthly leave report](#) is sent to all leave keepers, supervisors, directors and departments heads. Leave keepers must review and ensure that the balances in the ADP system are correct. If adjustments are required, note the adjustments on the online system by the designated date and the adjustment will be made for the next month.

- b. A leave tracker tool (see below) is also available for use in reconciling leave against the ADP report.
 - [Leave Tracker Tool Template](#)
 - [Leave Tracker Tool Instructions \(pdf\)](#)

Contact Human Resources to gain access to the ADP monthly leave report.

- c. In order to ensure compliance with the Affordable Care Act it is imperative that supervisors and employees ensure accurate reporting of time worked. For additional information regarding the [Affordable Care Act](#) click on the link.