



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Sick Leave</b>	
Department: <b>Payroll &amp; Benefit Services</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>November 1993</b>
References: <b>Employee Collective Bargaining Agreements</b>	Revision Date: <b>NA</b>
Web Links: <b>Collective Bargaining Agreements</b> CSU Leave Programs	Expiration Date: <b>NA</b>

You accrue sick leave at the rate of 8 hours per month (prorated for part-time appointments). There is no maximum accrual limit and unused sick leave may be converted into service credit at the time of retirement.

Following completion of one (1) month of continuous service, a full-time employee shall accrue eight (8) hours of credit for sick leave with pay. Thereafter, for each additional month of service, eight (8) hours of credit for sick leave with pay shall be accrued.

An employee shall be responsible for reporting an absence to the appropriate administrator as soon as possible in compliance with department and campus procedures. An employee shall be responsible for completing and signing the campus absence form and returning the absence form to the appropriate administrator upon reporting to work.

### Absences Chargeable to Sick Leave

The use of sick leave may be authorized by the appropriate administrator only when an employee is absent because of:

1. illness, injury or disability related to pregnancy;
2. exposure to contagious disease;
3. dental, eye, other physical or medical examinations or treatments by a licensed practitioner;
4. illness or injury in the immediate family and sick leave for family care is primarily for emergency situations. Up to five (5) days of accrued sick leave credit may be used for family care during any one (1) calendar year.

The appropriate administrator may authorize an additional five (5) days of accrued sick leave credit for family care during one (1) calendar year.

An employee may request the use of accrued sick leave credit for family care beyond the maximum set forth above. Such requests must be accompanied by a physicians statement or other appropriate need verification. The granting or denial of such additional use of sick leave shall be the prerogative of the appropriate administrator and shall not be subject to grievance procedures or complaint procedure of the collective bargaining agreements.

5. death of a person in the immediate family.

"Immediate family" shall mean close relative or other person residing in the immediate household of the employee (domestic employees, roomers or roommates are excluded). If it is determined that an employee has restricted ability to carry out his/her duties due to illness, the President may direct an employee to take sick leave.

The President may authorize up to forty (40) hours of accrued sick leave for bereavement. When one (1) or more deaths occur in a calendar year, up to forty (40) hours of accrued sick leave credits may be authorized for each death.

Under no circumstances may an employee be granted sick leave for days during layoff periods or during a leave of absence without pay. An employee may not be granted sick leave during periods when the campus or department is closed unless the employee was on sick leave prior to the time of the campus or department closure.



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The President may authorize unpaid sick leave, the use of vacation or the use of CTO (Overtime) for an employee who has exhausted accumulated sick leave.

**FORMS:** NA