

SICK LEAVE

Accrual of Sick Leave:

USPS (exempt and non-exempt), A&P and Faculty (12M and 9M) Employees

- If full-time, accrue Sick Leave at a rate of 4 hours per biweekly pay period.

Executive Service Employees

- If full-time, twelve month executive service employees accrue Sick Leave at a rate of 5 hours per biweekly pay period

Employees who are in pay status for less than a full pay period due to initial employment or separation during a pay period, leave of absence without pay or educational leave with pay, shall earn Sick Leave for the number of hours in pay status (hours worked plus leave with pay hours) during that pay period in direct proportion to the Sick Leave earned for hours worked in a full pay period.

The following calculation shall be used to determine the amount of accrual:

1. Divide the number of hours in pay status by the number of hours in the full pay period, and
2. Multiply the quotient of (1.) above by the accrual rate for the full pay period, rounding the product to two decimal places.

For example, if an employee who earns 4 hours of Sick Leave actually worked 25 hours and used 4 hours of Annual Leave and 4 hours of Sick Leave, calculate the accrual rate for the pay period as follows:

$$\frac{33}{80} \quad X \quad 4 \quad = \quad 1.65 \text{ hours}$$

Part-time employees accrue Sick Leave in proportion to their time actual time worked and/or in pay status per biweekly pay period.

Use of Sick Leave

- Sick Leave is intended for use for the employee's personal illness, injury, exposure to a contagious disease, a disability where the employee is unable to perform his/her assigned duties, or the employee's appointments with health care providers. Personal illness includes disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery therefrom.
- An employee may also use sick leave for an immediate family member's illness, injury, or appointments with health care providers; or for the death of an employee's immediate family member.
- Immediate family member is defined as the spouse, grandparents, parents, brothers, sisters, children and grandchildren of both the employee and employee's spouse.
- An employee must make every effort to notify his/her supervisor, as soon as possible, after the start of the workday when he/she is unable to report to work due to his/her personal illness or injury, or the illness/injury of an immediate family member.
- After absence for three workdays in any 30-day period, an employee's supervisor may request a medical certification before authorizing any additional use of Sick Leave. This is at the discretion of the supervisor, and will be used only as the situation may warrant.
- An employee may only use the amount of Sick Leave that is necessary to bring the employee's hours up to 40 hours for the workweek.
- Requests to use Sick Leave for the employee's appointments with health care providers or the employee's immediate family member's appointments with health care providers must be submitted to the employee's supervisor, in advance, when possible.
- An employee who becomes eligible for the use of sick leave while on approved Annual Leave shall, upon notifying the supervisor, substitute the use of accrued sick leave to cover such circumstances.
- Sick Leave is earned and accrued when the employee is in pay status, and is credited to the employee on the last day of the pay period.
- Sick Leave may not be used before it is earned and accrued.

- There is no maximum on the amount of Sick Leave an employee may accrue.
- Sick Leave accrued prior to October 1, 1973, must be used prior to any Sick Leave accrued after that date.

Payment of Sick Leave

*[May be subject to the UCF 401\(a\) Special Pay Plan](#)

- Upon separation from the University, an employee with 10 or more continuous years of creditable service will be paid for one-fourth of Sick Leave (up to a total of 480 hours) accrued after October 1, 1973, in accordance with Section 110.122, Florida Statutes. Payment is made at the employee's salary rate at the time of separation.
- Employees with less than 10 years of continuous creditable service are not eligible for payment for unused Sick Leave.