



## Sick Time Off

### Accrual of Sick Time Off

USPS (Overtime Eligible and Not Overtime Eligible), A&P and Faculty (12M and 9M) Employees

- If full-time, accrue Sick Time Off at a rate of 4 hours per bi-weekly pay period.

Executive Service Employees

- Full-time, twelve-month executive service employees accrue Sick Time Off at a rate of 5 hours per bi-weekly 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, Unpaid Time Off or educational leave with pay, shall earn Sick Time Off 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 Time Off 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
    - a. For example, if an employee who earns 4 hours of Sick Time Off actually worked 33 hours and used 4 hours of Annual Time Off and 4 hours of Sick Time Off, calculate the accrual rate for the pay period as follows:
$$( 33 / 80 ) * 4 = 1.65 \text{ hours}$$
- Part-time employees accrue Sick Time Off in proportion to their actual time worked and/or in pay status per bi-weekly pay period.
- 9-Month Faculty who work Summer Supplemental Agreements will have accrued Sick Leave for Summer semesters loaded at the conclusion of the summer semester.

### Use of Sick Time Off

- Sick Time Off 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.
- As a result of the Families First Coronavirus Response Act (COVID-19), Sick Time Off usage reasons have been expanded. Effective 04/01/2020, if an employee is unable to work (on or off-site) or is working a reduced work schedule, Sick Time Off may be used to supplement pay if the employee:
  - is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
  - is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons
- An employee may also use Sick Time Off 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 being absent for three workdays in any 30-day period, an employee's supervisor may request a medical certification before authorizing any additional use of Sick Time Off. 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 Time Off that is necessary to bring the employees' hours up to 40 hours for the workweek.
- Requests to use Sick Time Off 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 Time Off while on approved Annual Time Off shall, upon notifying the supervisor, substitute the use of accrued Sick Time Off to cover such circumstances.
- Sick Time Off 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 Time Off may not be used before it is earned and accrued.
- There is no maximum on the amount of Sick Time Off an employee may accrue.

### **Payment of Sick Time Off Upon Separation**

\*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 UCF service shall be compensated for the unused Sick Time Off at the employee's current, regular hourly rate of pay for one-fourth (25%) of all unused Sick Time Off accrued, if one-fourth of the unused Sick Time Off does not exceed 480 hours.
- Employees with less than 10 years of continuous creditable service are not eligible for payment for unused Sick Time Off.