



# Sick Leave with Pay

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POLICY ON SICK LEAVE WITH PAY

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HUMAN RESOURCES

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USG HUMAN RESOURCES OFFICE

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## Policy Statement

The University System of Georgia (USG) has established a policy to allow for sick leave with pay for all benefits eligible employees. Reference Board of Regents' (BOR) Policy 8.2.7 Leave.

For all regular full-time employees of the USG, sick leave shall be accumulated at the rate of one working day per calendar month of service.

Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for 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 or injury in the employee's immediate family requiring the employee's presence;  
or
5. Bereavement, an employee may use accrued sick leave for any absence due to a death in the employee's immediate family.

Paid sick leave shall not be used until it is accrued.

If sick leave is claimed for a continuous period in excess of one week, a physician's statement or appropriate supporting documentation is required to permit further claim of sick leave rights by the employee-patient. If an employee is eligible for FMLA leave and is using paid sick leave for an FMLA eligible reason, then FMLA runs concurrently with paid sick leave.

Paid sick leave may only be taken during the months in which an employee is actively working and receiving compensation.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of their employment.

Upon the movement of an employee among institutions of the USG, accumulated sick leave will be transferred if there is no actual break in service (BR Minutes, 1991-92, pp. 354-355).

The USG shall accept up to a maximum of ninety-six (96) hours of sick leave from a benefited employee who moves from a State of Georgia agency to the USG. For a unit of the USG to accept sick leave, the employee must have no more than a thirty (30) calendar-day break in service. Written verification of the employee's sick leave balance must be provided to the USG by the terminating State of Georgia agency.

The USG recognizes the need for employees to have legitimate absences from work. This policy ensures general consistency among institutions of the USG.

## Applicability

All units of the USG are covered by this policy.

## Who Should Read This Policy

All employees of the USG should be aware of this policy.

## Definitions

Immediate Family. As defined in BOR policy 8.2.7.6 Family and Medical Leave

## Process and Procedures



