

## **SICK LEAVE**

All staff employees are eligible. Excluded are faculty and those claiming student status (including teaching and research assistants).

Sick leave is accrued at the rate of one day per month worked to a maximum of twelve (12) days recorded in hours. If a new employee begins work other than on the first of the month, he or she will earn prorated sick leave (a portion of a day of leave based on the number of calendar days from the employee's hire date to the end of the month) during the first calendar month of employment.

Sick leave is to be used for absences due to illness, injury, or doctor or dentist appointments for the staff employee. Up to half the amount he or she would accrue in one (1) year is available to be used to care for the employee's spouse, domestic partner, child or parent. Since the university provides twelve (12) days per year for full-time staff employees, accrued at one day per month, a full-time staff employee will have six (6) days per year available to use to care for a spouse, domestic partner, child, or parent. Staff employees working less than 100% will have the rate of accrual prorated based on the percentage of time worked.

Sick leave will not be accrued during leaves or unpaid absences of longer than thirty (30) days, regardless of reason, (including Family Care and Medical Leave, Medical Leave of Absence [including staff employees paid by Disability or Workers' Compensation insurance], Pregnancy-Related Medical Leave, Military Leave, and Personal Leave).

When a staff employee is unable to report to work due to his or her illness or injury, or that of a spouse, domestic partner, child or parent, the staff employee must telephone the supervisor, following standard departmental procedures, as soon as the staff employee knows he or she will be unable to report to work. A staff employee may not use sick leave before it is accrued or "accrue" a negative sick leave balance. If the absence extends beyond three (3) days, the supervisor may ask the staff employee to present a statement from the attending physician. For sick leave taken for doctor or dentist appointments, the staff employee should notify his or her supervisor at least one week prior to the scheduled appointment. Failure to notify the supervisor may be cause for disciplinary action up to and including termination.

At no time will a staff employee be paid for unused sick leave, even upon termination from the university. Staff employees who transfer or are promoted within the university will carry their accumulation with them.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.

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Issued by: Todd R. Dickey  
Senior Vice President  
University of Southern California

Date issued: July 22, 2005