

Augusta University

Policy Library

Accrual and Use of Sick Leave

Policy Manager: University HR Services

POLICY STATEMENT

The purpose of this policy is to ensure that accrual and use of sick leave at Augusta University is consistent with the policies and procedures of the Board of Regents (BOR) of the University System of Georgia.

The University System of Georgia has established a policy to allow for sick leave with pay for all benefits eligible employees. For all regular full-time employees of the University System of Georgia (see BOR Policy Manual regarding [Personnel Categories](#)), 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.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

Sick leave may be granted at the discretion of the institution and upon approval by a supervisor for the following reasons:

- Illness or injury of the employee;
- Medical and dental treatment or consultation;
- Quarantine due to a contagious illness in the employee's household;
- Maternity;
- Illness or injury of the employee's spouse, child or stepchild, parent, or in-laws of any of the above requiring the employee's presence;
- Death in the employee's immediate family. For purposes of leave granted in the event of death, immediate family is defined to include spouse, children, stepchildren, mother, father, sister, brother, the in-laws of the aforementioned, grandparent and grandchild. Sick leave is authorized only for the time off that would fall on scheduled work days up to three days. A supervisor has the discretion to allow for the use of more sick leave than is stated above and can make such determinations on a case by case basis. Vacation leave and/or leave without pay (LWOP) must be used for any additional time off other than as outlined above; and

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Executive Sponsor: Enterprise Vice President for Human Resources

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- Sick leave may be used if an employee becomes ill while on annual leave. A doctor's statement, certifying the dates of illness, may be required in order to make this change upon return from annual leave. Sick leave used during an annual leave period does not extend the previously authorized annual leave period.

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 is required to permit further claim of sick leave.

Sick Leave Reporting

The number of hours of sick leave used should be reported in OneUSG Connect under the Time and Absence tile. Supervisors may view leave balances under Team Time in OneUSG Connect. The hours of sick leave reported in OneUSG Connect must not exceed the number of hours the employee is normally scheduled to work each day. If a scheduled holiday occurs while an employee is on sick leave and in pay status, that day will be considered holiday time rather than sick leave.

NOTE: The number of hours reported for sick leave may not exceed the employee's sick leave balance. Hours recorded in excess of this balance will be converted to annual leave, if available, or LWOP. If an employee's LWOP is expected to extend beyond the current biweekly pay period for non-exempt employees or a period of ten (10) working days for exempt employees, an ePAR to officially place the employee on LWOP must be submitted to Human Resources. If the period of leave is less than this, it should be reported via the Time and Absence tile in OneUSG Connect.

Sick Leave Without Pay: Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one (1) year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and Augusta University will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

Leave Accrual – Leave is accrued at the end of each month worked. An employee hired on or before the 15th of the month shall accrue leave for that month. An employee hired on or after the 16th of the month will receive no accrual. Leave may not be taken before it is accrued. Sick leave must be reported in accordance with institutional procedures.

Upon termination of employment sick leave is forfeited.

Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service.

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

The University System of Georgia 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 University System of Georgia. For a unit of the University System of Georgia 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 University System of Georgia by the terminating State of Georgia agency.

For Faculty Only

Summer Faculty Sick Leave Accrual – If an academic year-contracted faculty member teaches during the summer months, he/she may be eligible to accrue sick leave for each month of service. Sick leave is accrued at the rate of eight (8) hours per month worked if the work commitment is full time; sick leave is prorated based on the amount of time worked during the summer. This amount is calculated by dividing the total credit hours the faculty member is teaching by the number of credit hours considered to be “full-time” for summer employment, which has been previously determined to be nine (9) credit hours.

Based upon this, a faculty member teaching three (3) hours would earn five (5) hours for the two (2) month period. Faculty members teaching six (6) hours would earn eleven (11) hours and anyone teaching nine (9) hours would earn the full sixteen (16) hours.

Faculty Sick Leave Reporting – The following provisions for the reporting of sick leave shall apply to all full time faculty, employed by institutions of the University System of Georgia, who serve primarily in assignments defined by faculty roles in instruction, research and scholarly activity, and service.

1. Faculty is responsible for informing their Chair of any illness that prohibits them from meeting their assigned responsibilities in instruction, research, and service.
2. In reporting sick leave, academic year faculty will report leave based on the number of whole hours sick (see BOR Policy Manual regarding [Leave Policy](#)), with a full day being eight (8) hours, a half day being four (4) hours, and less than a half day based on whole hours missed, with a full week being the equivalent of a forty (40) hour workweek.
3. Nothing in this policy shall be interpreted to indicate that faculty work on a standardized schedule.

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 4/27/2020

President, Augusta University

Date: 5/19/2020