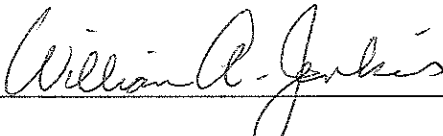


**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**STAFF PERSONNEL MEMORANDA**

<p>SUBJECT</p> <p style="text-align:center"><b>SICK LEAVE</b></p>	<p>MEMO NO. <u>15-3</u></p> <p>PAGE <u>1</u> OF <u>5</u></p> <p>DATE <u>2/15/02</u></p>
<p>APPROVED <u></u>, EXECUTIVE VICE PRESIDENT FOR ADMINISTRATION</p>	

(This supersedes Memo No. 15-3 dated 2/1/99)

**1. POLICY**

It is the policy of the Institute, by means of sick leave, to continue payment to eligible employees during absence from work due to illness, injury or exposure to contagious diseases endangering the health of other employees, and to assist in emergencies in cases of illness in the employee's immediate family.

**2. GENERAL**

a. Eligibility

- (1) The sick leave policy applies only to regular employees and benefit based temporary employees, who work a regular schedule of 20 or more hours per week.
- (2) A benefit-based employee begins accruing sick leave upon employment.
- (3) Employees hired on an occasional basis or on a temporary basis of less than four months and part-time employees on a schedule of less than twenty hours per week are not eligible for, nor do they accrue, sick leave benefits.

NOTE: Sick leave for non-benefit based temporary employees on a schedule of twenty hours or more per week, will, after completion of four months of continuous employment, be accrued retroactive to date of employment.

b. Amount of Sick Leave Accrual

- (1) Sick leave will be accrued at 8 hours per month for employees on a 40 hour a week work schedule and a proportionate rate for employees on a work schedule of 20 to 40 hours per week. New employees will begin a daily accrual process on their first day. The daily accrual rate is based on an average month consisting of 21.67 workdays.
- (2) Maximum sick leave accrual is 960 hours or 120 days.

- (3) Sick leave accruals will not continue during the unpaid portion of a formal leave of absence from the Institute.

c. Authorized sick leave may be taken in the following situations:

- (1) When the employee is unable to work due to illness, injury, or when he/she has been exposed to contagious diseases, which may endanger the health of other employees.

NOTE: A written statement from a health care provider may be requested by the supervisor to verify the employee must be absent due to an illness, injury, or exposure. In all cases where the employee's use of sick leave exceeds 10 working days, a statement from a health care provider will be required.

- (2) When a non-exempt employee cannot schedule a medical or dental appointment outside of working hours and a partial day's absence is required or when a full day's absence is required for exempt or non-exempt employees.
- (3) When there is illness of the employee's spouse, registered same-sex domestic partner, children, or parents requiring the employee's assistance, the employee may use 10 days of accrued sick leave. If the leave qualifies for family and medical care leave, the employee may use an additional 10 days of **accrued** sick leave. Refer to PM 26, "Disability and Leaves of Absence".
- (4) Sick leave will be used to offset state disability insurance payments or workers' compensation payments to the extent allowed by law.

d. Payment Basis

- (1) Payment for sick leave will be the base rate of pay in addition to any shift premium in effect at the time the leave is taken.
- (2) Sick leave is a privilege and not a "right" and is to be used only in the circumstances described in section 2(c), above.
- (3) Sick leave is integrated with state disability insurance and workers' compensation insurance to an amount equal to the employee's weekly gross pay.

- (4) Combined work time and paid sick leave cannot exceed the employcc's regular daily schedule of hours, unless otherwise provided for in Caltech policies.
- (5) Paid sick leave cannot exceed 40 hours in any one-week except for those who must work a six-day week as a condition of employment.
- (6) Sick leave taken during a regular workweek is considered as time worked in computing weekly overtime pay.

e. Transfers

Employees retain their accrued sick leave balance when transferring to a new department, and the new department assumes the sick leave account responsibility.

f. Sick Leave Advancement

Following the completion of the eligibility period, sick leave up to 5 days may be advanced to employees. Such advances will be charged against future sick leave credits as they accrue. The advance requires the approval by the immediate supervisor and the concurrence of the division/department head and the Assistant Vice President for Human Resources or designee. The employee will be advised in writing when the sick leave advance is approved that reimbursement of the sick leave advance will be taken as the employee accrues sick leave, and the reimbursement will begin immediately upon the employee's return to work. Sick leave advances may be deducted from the employee's final pay at the time of any termination.

g. Exempt Employees

No deductions will be made from the pay and/or accrued sick leave of an exempt employee unless the illness is for at least a full day. Caltech may, in certain circumstances, allow an exempt employee to use sick leave for regularly scheduled partial day's absence, such as when a health care provider orders that an employee should not work more than 20 hours a week for a short period while recuperating from a major illness.

h. Terminations

Because sick leave is a benefit and not entitlement, unused sick leave will not be paid to the employee at the time of termination.

i. Retirement Credit for Unused Sick Leave

When an employee is at least age 55 and has at least ten (10) years of consecutive benefit-based service immediately prior to retirement or death, a sick leave credit will be paid in cash as part of the retirement process. Refer to the Benefits Handbook for additional details.

If eligible, a retiree may elect to direct all or a portion of his Retirement Sick Leave Credit payment to a Tax Deferred Account (TDA).

The Sick Leave Credit at Retirement is calculated as:

Number of accrued unused Sick Leave hours *times* hourly rate *times* the retiree's current Retirement Plan contribution rate.

### 3. ***PROCEDURES***

#### a. Administration

The administration of sick leave benefits is the responsibility of the division or department.

- (1) The Time, Leave and Effort Report showing sick leave taken should be filled out by each employee using the appropriate leave code and submitted to the supervisor each pay period.
- (2) All divisions and departments are responsible for maintaining a file with copies of the Leave and Effort Reports submitted by the employee and approved by the supervisor.
- (3) The Institute's electronic time keeping system is the official record of sick leave accrued and taken, therefore it is important to ensure that time is reported accurately.

#### b. Authorization

- (1) Non-Exempt Employees - should record sick hours taken on the Bi-Weekly Non-Exempt Time, Leave and Effort Report form and submit the form to the their supervisor for approval. A copy should be retained in the department file.
- (2) Exempt Employees -- The minimum period of reportable sick leave is one (1) day. An exception will be made when the employee reduces the number of hours worked to less than the scheduled hours as ordered by the employee's health care provider. The sick time taken should be reported on the Bi-Weekly Exempt Leave and Effort Report form and submitted to the employee's supervisor for approval. A copy should be retained in the department file.

- (3) When sick leave is the result of a work-related injury or illness, the employee should immediately report it to their supervisor and the Disability & Leave Administration Unit. Instructions regarding method of payment for work related injuries and illnesses are covered in Administrative Procedure 5.3.

NOTE: The Absence Report must distinguish between illness, etc., of employee and that of immediate family which is accomplished by reporting the appropriate leave code on the Time, Leave and Effort Report.

c. Terminations

When an employee terminates the department or division should report any sick time taken by the employee during the last pay period prior to the date of termination. This information should be reported on the appropriate termination document and forwarded to Human Resources.

4. ***EXCEPTIONS***

Any exception to this policy requires the approval of the Assistant Vice President for Human Resources or designee.