

# Sick Leave

**System Regulation:** 31.03.02

**Approved:** July 31, 1996

**Most Recent Revision:** February 7, 2022

**Next Scheduled Review:** February 7, 2027

**Responsible University Office:**

Human Resources

**Responsible University Administrator:**

Chief Human Resources Officer

Faculty members who meet all system regulation requirements are eligible to sick leave with pay. A faculty member employed full time earns eight hours of sick leave for each month of employment, beginning on the first day of employment and ending on the last day of duty. Accumulation of sick leave is unlimited. Unused sick leave is carried forward on the first day of the next fiscal year.

Sick leave may be taken when sickness, injury, or pregnancy and confinement prevents the employee from performing the employee's job or when the employee is needed to care for and assist a member of the employee's immediate family who has a sickness. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child. The employee must notify the employee's supervisor or have the supervisor notified of that fact at the earliest possible time. The employee must notify the employee's supervisor of the expected date of return, check in periodically as scheduled by the supervisor and notify the supervisor if the expected date of return changes.

For any questions regarding sick leave pool, please refer to System Regulation 31.06.01 Sick Leave Pool Administration, University Procedure 31.06.01.R0.01 and Human Resources [Sick Leave Pool webpage](#).