

# **UC Expansion of Paid Sick Leave FAQ – For Leave Administrators**

**Information in this document is subject to change. Please refer to version date to ensure that you have the most up-to-date information.**

## **1. How has the University of California expanded sick leave for academic appointees?**

Effective January 1, 2025, the University is expanding eligibility for paid sick leave to:

- Expand eligibility for paid sick leave for part-time employees in sick leave accruing titles. This means that non-faculty academics who hold paid appointments at less than 50% effort will be eligible for sick leave.
- Faculty will receive a sick leave bank on January 1 of each year. Full-time faculty will receive a bank of six days, or 48 hours. Part-time faculty will receive a bank of six days; the number of hours received will be pro-rated in accordance with their percentage of appointment.
- Expand the reasons for which employees may use paid sick leave.
- Provide protected paid sick leave.
- Extend the period during which paid sick leave may be reinstated if an employee is reemployed after a separation from employment.

## **2. What titles accrue sick leave and what is the paid sick leave accrual policy for non-faculty academic appointees?**

The following groups of non-student academic appointees who have a paid appointment will accrue sick leave. Visiting appointees in these titles are also eligible to accrue paid sick leave credit if they have a paid appointment. For represented academic appointees in the following title series who are covered by a Memorandum of Understanding (MOU), the accrual of paid sick leave is governed by the applicable MOU.

Eligible fiscal-year appointees accrue paid sick leave at the rate of one working day per month for full-time service, including leaves with pay. Appointees at less than full-time accrue paid sick leave at a rate proportionate to their appointment.

- a) Academic Coordinator series
- b) Associate University Librarian and Assistant University Librarian
- c) Librarian series
- d) Professional Research series

- e) Specialist series

**3. What is the new “paid sick leave bank” and who is eligible for this bank? (APM 710-13)**

The paid sick leave bank is a new benefit that will be provided to faculty beginning January 1, 2025. Faculty members appointed in titles listed in APM 110-4-15, who also have an appointment of at least 30 calendar days in a calendar year will receive a bank of six days of paid sick leave per calendar year. The bank will be credited and available for use on the next working day following the first month's pay cycle. A new bank of six days of paid sick leave is available on January 1 of each following year. The bank of unused paid sick leave days expires on each December 31 or the last day of the appointment if the appointment ends before December 31.

This paid sick leave bank is available to all individuals in titles listed below whose percentage of effort is greater than zero percent (0%). The paid sick leave bank can be used for reasons beyond personal illness, injury, or disability, and is automatically protected paid sick leave if the individual uses the days for any of the purposes outlined in policy. (See APM-710-20)

For HSCP faculty, this paid sick leave bank is distinct and separate from extended illness leave.

The following titles at UCSF are eligible for the paid sick leave bank:

- a) Professor series
- b) Acting titles in the Professor series (Students who hold the Acting Instructor title are not considered faculty.)
- c) Visiting titles in the Professor series
- d) Professor in Residence series
- e) Adjunct Professor series
- f) Professor of Clinical (e.g., Medicine) series
- g) Health Sciences Clinical Professor series

**4. For HSCP faculty - What is the difference between extended illness leave and the paid sick leave bank?**

Faculty who are participants of the HSCP are eligible for extended illness leave. Extended illness is defined as a health condition resulting in an absence for more than two weeks. Members of the Plan who are appointed full-time to at least a twelve-month term who are unable to work for reasons of extended personal illness, injury, or disability will be granted paid medical leave of a minimum of six weeks of consecutive or intermittent paid medical leave at the approved base salary. Any additional compensation under the HSCP will be paid in accordance with campus policies.

The paid sick leave bank may be used in single-day increments and does not exceed a maximum of six days during the calendar year.

If an HSCP faculty member elects to take an extended illness leave, the leave administrator will apply any unused days in the sick leave bank to the two-week period before the start of the extended illness leave.

**5. When is paid sick leave “protected” leave and what does it mean for leave to be “protected”?**

A faculty member’s paid sick leave bank is automatically protected paid sick leave if it is used for any of the purposes specified in Question #8 and complies with the notice requirements for the leave.

An academic appointee in a leave accruing title may designate up to six days per calendar year of accrued paid sick leave as protected sick leave if the days are used for any of the purposes specified in Question #8 and complies with the notice requirements for the leave.

The University prohibits any form of retaliation or discrimination against an academic appointee for using or attempting to use protected paid sick leave; for making a complaint or alleging a violation of the protected paid sick leave provisions in APM 710; for cooperating in an investigation regarding the same; or for opposing any policy, practice, or act that is prohibited by the protected sick leave provisions of APM 710.

**6. Are faculty who have a primary appointment at a UCSF affiliate eligible for the new paid sick leave bank?**

Faculty who have a primary appointment at a UCSF affiliate will receive a paid leave bank proportionate to their UCSF percentage of effort.

**7. How has the University of California expanded paid sick leave for represented academic appointees?**

For information regarding expanded paid sick leave for represented academic appointees, please refer to the individual collective bargaining agreements.

[Postdoctoral Scholars](#)

[Academic Researchers](#)

[Academic Student Employees](#)

[Graduate Student Researchers](#)

## **8. What can an academic appointee use paid sick leave for?**

Paid sick leave is available for use only on scheduled workdays, and can be used for the following reasons.

### **Self:**

- Diagnosis, care, or treatment of an existing health condition;
- Preventive care;
- Childbearing and childrearing;
- Disability;
- For the purposes outlined in APM 710-20-g if an academic appointee is a victim of domestic violence, sexual assault, or stalking, or for the purposes specified in APM 758.
- During family and medical leave to which the appointee is entitled under APM 715 when the appointee is taking family and medical leave for any covered reason other than qualifying exigency leave.

### **Family Member (child, parent, spouse, domestic partner, sibling, grandparent, grandchild, or designated person):**

- Diagnosis, care, or treatment of an existing health condition;
- Preventive care;

### **Workers Compensation:**

- While receiving injury or illness compensation under the Workers' Compensation Act, an absent appointee may also use their paid sick leave bank when appointed in a title in which a paid sick leave bank is provided or accrued paid sick leave when appointed in a title in which paid sick leave accrues to supplement workers' compensation payments provided the total of the paid sick leave pay and workers' compensation benefit does not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.

## **9. Can the Paid Sick Leave Bank be used for childbearing and childrearing purposes?**

Yes. A faculty member who has an available paid sick leave bank may use paid sick leave for childbearing and childrearing purposes in addition to the childbearing/childrearing leave provided by the Health Sciences Compensation Plan. Leave specialists should discuss with faculty members their options for the Paid Sick Leave Bank when reviewing the leave plan.

## **10. Are recalled academic appointees eligible for paid sick leave?**

No. Recalled academic appointees are not eligible for paid medical leave, a paid sick leave bank, or accrual of paid sick leave, regardless of comp plan membership.

**11. What happens to unused sick leave at the end of a calendar year?**

Unused days in the paid sick leave bank do not carry over. The maximum number of days a faculty member can have in a paid sick leave bank at any time is six (6) days. Days left in a paid sick leave bank expire on December 31 of each year (or the last day of the appointment if the appointment ends before December 31). A new bank of paid sick leave is available on January 1 of each year.

There is no change to the disposition of unused sick leave accruals.

**12. Does the revision to APM - 710 change the amount of accrued paid sick leave an academic appointee can accrue?**

No, there is no change to the maximum limit on the amount of accrued paid sick leave that can be accrued.

**13. Can an academic appointee use paid sick leave for a mental health issue even if they are not under the care of a physician?**

Yes.

**14. Does an academic appointee have to notify the University before taking paid sick leave?**

If the need to take paid sick leave is foreseeable, an academic appointee must provide reasonable advance notification of the need to use paid sick leave to their supervisor, department chair, or equivalent academic unit head, either orally or in writing, including the expected length of the leave and whether the appointee is designating the paid sick leave as protected.

If the need to take paid sick leave is unforeseen, an academic appointee must follow their department process for arranging absences. This would include informing their supervisor, department chair, or equivalent academic unit head, as soon as practicable either orally or in writing and include whether the appointee is designating the paid sick leave as protected. When appropriate (such as when a leave is FML designated or when an academic appointee designates the use of sick leave as protected), the academic appointee may be required to provide documentation supporting the need for paid sick leave.

**15. How does sick leave impact my work expectations and/or grants?**

The faculty member should reach out to their department for information on the impact of this new sick leave bank on work expectations and how funding sources and grants will be charged for the benefit. Unlike some other benefits, no funding sources will be refunded or credited through a central source.

## 16. How do academic appointees report the use of sick leave?

All academic appointees will need to report their use of accrued paid sick leave or the new paid sick leave bank in the campus's time and attendance system (currently HBS).

**Non-exempt academic appointees** may decide how much paid sick leave they want to use (for example, whether they want to take an entire day, or only part of a day). Leave use will be recorded to the nearest quarter hour.

**Exempt academic employees** will record leave in full-day increments, or in increments not less than the portion of the day the academic appointee is scheduled to work. The foregoing does not apply when an academic appointee is taking family and medical leave on an intermittent or reduced schedule basis. (See APM - 715.) If the appointee elects to use paid sick leave during a family and medical leave (see APM - 715-20-b), the appointee's paid sick leave balance will only be deducted for the actual amount of time taken as family and medical leave. An appointee who is eligible for paid sick leave but elects to take family and medical leave as unpaid leave will not be paid for any hours or partial hours taken as family and medical leave.

## 17. Additional Resources.

- a. UC Net FAQs for all employees:  
<https://ucnet.universityofcalifornia.edu/work-life-support/time-off/expansion-of-paid-sick-leave/>
- b. APM 710 (Leaves of Absence/Paid Sick Leave/Paid Medical Leave):  
[https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-710-issuance/apm-710-effective-01-01-2025.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-710-issuance/apm-710-effective-01-01-2025.pdf)