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| What is expanded paid sick leave and how does it impact me? | Effective January 1, 2025, the University has extended eligibility for paid sick leave accruals to individuals in sick leave accruing titles, regardless of the percentage of appointment. Part-time employees who did not previously have access to sick leave will now be eligible for sick leave. Part-time employees will accrue sick leave at a rate proportionate to their percentage of appointment.  In addition, the University expanded the reasons for which sick leave may be used, and provided paid sick leave protections. The period during which paid sick leave may be reinstated if you are re-employed after a separation from employment will also be extended. |
| When can I use the new sick leave bank? | Paid sick leave can be used on scheduled workdays.  **For self:**   * Diagnosis, care, or treatment of an existing health condition * Mental health * Preventive care * Childbearing and childrearing (see APM 715 and APM 760) * Disability * During family and medical leave (see APM 715) * As a victim of domestic violence, sexual assault, or stalking, a faculty member may use sick leave fo reasons listed in APM 710-20-g   **Worker’s Compensation:**   * While receiving injury or illness compensation under the Workers’ Compensation Act, to supplement workers’ compensation payments. The total of the paid sick leave pay and workers’ compensation benefit in this case may not exceed the faculty member’s UC Retirement Plan covered compensation plan for the period.   **For family member\*:**   * Diagnosis, care, or treatment of an existing physical or mental health condition * Preventive care   \*Family member is defined as your child, parent, spouse, domestic partner, sibling, grandparent, grandchild, or designated person. A designated person is a person you identify at the time you request sick leave. Limit one designated person per calendar year. |

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| What is meant by “protected” sick leave? | Paid sick leave may be “protected” when it is taken for purposes outlined above. The University prohibits any form of retaliation or discrimination against any employee for using or attempting to use paid sick leave and for any other reason prohibited by policy.  Please see APM 710-20-j for additional information. |
| Does the revision to APM 710 change the amount of paid leave I can accrue? | No, there is no change to the maximum limit on the amount of paid leave that can be accrued. |
| What do I do when I need to take sick leave? | If the need to take sick leave is foreseeable, you must contact your supervisor, department chair, or equivalent academic unit head to provide them advanced notice of the need to use paid sick either orally or in writing. Please include information regarding the expected length of the absence and whether you will be designating the paid sick leave as protected. This notification is for planning purposes, so that your department may provide support and partnership in providing coverage for any duties that may be required.  If the need to take sick leave is unforeseen, please follow department procedures for arranging absences, and inform your supervisor or department chair as soon as practicable. When appropriate, you may be asked to provide documentation supporting the need for paid sick leave. |
| How do I report the use of sick leave? | You will need to report your use of paid sick leave in the campus’s time and attendance system (currently HBS).  If you are a non-exempt employee, you may decide whether to take an entire day of sick leave, or only a part of the day. If you are an exempt academic employee, please record your sick leave usage in full-day increments based on the number of hours you are scheduled to work. |
| Where can I read more about paid sick leave? | * UC Net FAQs for all employees: <https://ucnet.universityofcalifornia.edu/work-life-support/time-off/expansion-of-paid-sick-leave/> * 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> |

\* If you are represented by a union, please refer to the union’s collective bargaining agreement for guidance.