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| What is expanded paid sick leave and how does it impact me?  | Beginning January 1, 2025, faculty will receive a bank of six days of sick leave per calendar year. A new bank of six days of paid leave is available on January 1 of each year. Any unused days expire on each December 31. This sick leave bank is separate from the extended illness leave benefit in the compensation plan and is available to all salaried faculty. If you are appointed on a part-time basis, the six-day bank will be pro-rated based on your percentage of appointment at UC San Francisco. 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.   |
| 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](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-710-issuance/apm-710-effective-01-01-2025.pdf) for additional information.  |
| 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).  |
| What if I just want to rearrange my schedule instead of taking sick leave?  | The availability of the paid sick leave bank does not take away the current flexibility of faculty schedules. If you wish to rearrange your schedule for reasons such as personal illness or care for a faculty member, you may do so as before. The paid sick leave bank provides paid sick leave when adjustments are not possible or when you want to take a protected leave.  |
| 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>
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