Job Aid: Expansion of Paid Sick Leave

Overview

In another step forward for UC's support of work-life balance, UC will significantly expand access to paid sick leave effective January 1, 2025.

UC's leave policies for staff and academic personnel will be revised to:

- Expand eligibility for paid sick leave to include part-time employees
- Expand the reasons for which employees may use paid sick leave
- Provide paid sick leave that is "protected" so that the employee can be entitled to take the leave for a qualifying reason
- Extend the period during which paid sick leave may be reinstated if an employee is reemployed after a separation from employment

UC also plans to expand paid leave options for sick leave purposes for represented staff employees and academic appointees, subject to applicable collective bargaining requirements.

Use of Paid Sick Leave

- Eligible employees can use paid sick leave designated as protected for their own or a family member's health care needs, including treatment, diagnosis, preventive care, or for victims of domestic violence, sexual assault, or stalking

- Employees with Per Diem appointments receive 8 hours of sick leave per year that can be designated as protected when using sick leave for the above reasons and following the notice requirements. Other employees can designate up to 6 days of sick leave per year as protected sick leave if they meet the requirements.

- Sick leave may be used according to the employee's bank or accrual status, depending on whether they are an academic appointee, staff, or Per Diem employee

> ⚠️ **Note:** Paid sick leave is "protected," meaning employees are entitled to take leave for qualifying reasons without fear of retaliation.

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Viewing Employee Balances

- Location administrators can view leave balances for employees by navigating to PeopleSoft Homepage > Absence Administration > Manage Accruals/Balance > **Admin - Review Absence Balance**

- Employees can view their sick leave balances in UCPath by navigating to Dashboard > Employee Actions > **Leave Balances and Accruals** or by selecting the **Leave Balances widget** on the UCPath Homepage

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> ⚠️ **Note:** Expanded Sick Leave hours for academic bank eligible employees will not be visible in UCPath.

Eligibility for Paid Sick Leave

Academic Appointees

- Eligible faculty members, including those in the Health Sciences Compensation Plan (HSCP), Agronomists, Astronomers, Curators, and certain "by agreement" appointees in university extension, will receive 6 days of paid sick leave each year, starting on January 1
- Part-time faculty will receive the same number of days, prorated based on their percentage of appointment
- Academic appointees in accruing titles who work less than 100% time will accrue sick leave proportionate to their work hours
  - For example, a 25% appointment will earn about 2 hours of paid sick leave per month
- Postdoctoral Scholars have sick leave benefits according to their contract; academic student employees have short-term and long-term leave benefits according to their contract

> ⚠️ **Note:** Hours remaining in the academic sick leave banks does not carry over annually. The remaining balance resets on January 1 each year.

Staff Employees

- Staff employees will accrue paid sick leave based on their hours worked
  - For example, a staff member working 25% time will accrue about 2 hours of paid sick leave each month
- The threshold for sick leave accrual has been removed, meaning all employees in eligible titles can now accrue paid sick leave, regardless of their appointment percentage

Per Diem Employees

- Per Diem staff will receive 8 hours of paid sick leave annually. This will be provided each January 1 and may carry over, with a maximum balance of 16 hours.
- For new Per Diem hires, sick leave will be credited the day after their first pay cycle

PTO Staff

- PTO staff will also be eligible for the expanded paid sick leave policy, with specific accrual and usage guidelines based on their appointment type

Employees with Multiple Jobs

- If an employee holds two separate jobs with different sick leave eligibility groups—one accruing and one with a sick leave bank—they will have two separate sick leave balances. Each job's sick leave eligibility applies independently.
  - **Accruing Titles:** Employees in accruing titles will earn sick leave based on their FTE and hours on pay status
  - **Bank Appointments:** Employees in bank-based appointments (e.g., per diem roles) will receive a front-loaded sick leave bank based on their FTE or status
  - Accruals cannot be used on the bank appointment, and bank hours cannot be used on the accruing appointment

Reinstatement of Paid Sick Leave

If an employee separates from UC and returns to service, their paid sick leave may be reinstated under certain circumstances.

> ⚠ **Note:** Paid sick leave is **not** reinstated if the paid sick leave balance was previously converted to UCRP service credit upon retirement. This applies to all employee groups.

Staff or Academic Accruing Employees Rehired within 12 months

- If an employee or appointee is reemployed within 12 months after a separation, all unused paid sick leave from their previous employment will be reinstated
  - For example, John, a staff employee who accrues paid sick leave, separated from the University on March 15, 2025, with 10 unused paid sick leave days. John is rehired on January 5, 2026.
  - Since John is reemployed within one year, all 10 unused paid sick leave days from his prior employment will be reinstated. He will not receive a new paid sick leave bank for 2026, and the 10 days will remain available for use.

Staff or Academic Accruing Employees Rehired After 12 Months

- If an employee or appointee separates for more than 12 months, their paid sick leave will **not** be reinstated
  - For example, David, a staff employee who accrues paid sick leave, separates from the University on August 30, 2023, with 15 unused paid sick leave days. David is rehired on November 1, 2024.
  - Since David's separation lasted for more than one year, his 15 unused paid sick leave days will **not** be reinstated. He will begin accruing sick leave based on his new appointment and will not have access to the unused leave from his prior employment.

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Managing Sick Leave Takes and Protections for Employees not in Time and Attendance

Adjustments to sick leave usage and protections can be uploaded through either the **I-181 Inbound File** process or **Manage Accruals.**

I-181 Inbound File Generator

For assistance submitting ad hoc I-181 files, refer to the Complete the Inbound File Generator for I-181 Regular Time job aid.

- The template used for this type of upload is available on the UCPath Location Support SharePoint site at the following link: UCPath Location Templates

- To adjust protected sick hours using I-181, enter **P** in the **UC_FMLA FLAG** column

BUSINESS UNIT	EMPLID	EMPL RCD #	POSITION #	Pay Period End Dt	EARNS BEGIN DT	EARNS END DT	ERNCD	Other Hours	OPERA UN	CHARTFIELD 3	SETID	UC_FMLA FLAG
CHAR(5)	CHAR(8)	CHAR(3)	CHAR(8)	CHAR(10)	CHAR(10)	CHAR(10)	CHAR(3)	S Nbr (8, 2)	Ch	CHAR(10)	CHAR(5)	CHAR(1)
SBCMP	PLM00602	0	40068896	03102018	03032018	03032018	SDF	4.00				
LACMP	12345678	1	40056590	01312025	01072025	01072025	SKL	8.00				P
LACMP	98765432	4	40993412	01182025	01092025	01092025	S1L	4.00				P

Manage Accruals

- Refer to the Enter Manage Accrual Transactions simulation for assistance submitting Manage Accruals transactions

- The template used for this type of upload is available on the UCPath Location Support SharePoint site at the following link: UCPath Location Templates

To submit usage of sick leave with protections applied using **Manage Accruals:**

- Enter the **Begin** and **End Date** of the adjustment

- Select **Take** in the **Adjustment/Payout/Take** field for a leave accrual adjustment

- Enter the appropriate Sick Leave earn code in the **Earn Code** field. The **Absence Element** field will default to **UCAT SICK**.

- In the **Hours/Credits** field, enter the number of hours being adjusted

- In the **FMLA/CFRA/PDLL USAGE?** field, enter **P** to indicate the sick hours are protected

- Enter the reason for the transaction in the **Comments** field

- Click **Submit**

To correct sick leave takes that were previously processed without protections applied in **Manage Accruals:**

- Enter the **Begin** and **End Date** of the adjustment

- Select **Adjustment** from the **Adjustment/Payout/Take** drop down

- Enter the appropriate Sick Leave earn code in the **Earn Code** field. The **Absence Element** field will default to **UCAT SICK**.

- In the **Hours/Credits** field, enter the number of hours being adjusted

- In the **FMLA/CFRA/PDLL USAGE?** field, enter **P** to indicate the sick hours are protected

- Enter the reason for the adjustment in the **Comments** field

- Click **Submit**

> ⚠ **Note:** Protected sick leave takes and adjustments can only be submitted for employees whose protected sick leave is tracked in UCPath.

Additional Resources

- [Academic Personnel: Revised APM – 710, Leaves of Absence/Paid Sick Leave/Paid Medical Leave](#)

- [Policy-covered staff: PPSM 2.210: Absence From Work (Expanded Sick Leave Additions — Effective 1/1/2025)](#)

- [Job Aid: Complete the Inbound File Generator for I-181 Regular Time](#)
- [Simulation: Enter Manage Accrual Transactions](#)
- [UCnet Article: Expansion of Paid Sick Leave](#)