



Sick Leave with Pay

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON SICK LEAVE WITH PAY
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
PREVIOUS REVISION DATE	DECEMBER 2007
REVISED	SEPTEMBER 1, 2022

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Policy Statement

The University System of Georgia (USG) has established a policy to allow for sick leave with pay for all benefits eligible employees. Reference Board of Regents' (BOR) Policy 8.2.7 Leave.

For all regular full-time employees of the USG, sick leave shall be accumulated at the rate of one working day per calendar month of service.

Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

1. Illness or injury of the employee.
2. Medical and dental treatment or consultation.
3. Quarantine due to a contagious illness in the employee's household.
4. Illness or injury in the employee's immediate family requiring the employee's presence;
or
5. Bereavement, an employee may use accrued sick leave for any absence due to a death in the employee's immediate family.

Paid sick leave shall not be used until it is accrued.

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If sick leave is claimed for a continuous period in excess of one week, a physician's statement or appropriate supporting documentation is required to permit further claim of sick leave rights by the employee-patient. If an employee is eligible for FMLA leave and is using paid sick leave for an FMLA eligible reason, then FMLA runs concurrently with paid sick leave.

Paid sick leave may only be taken during the months in which an employee is actively working and receiving compensation.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of their employment.

Upon the movement of an employee among institutions of the USG, accumulated sick leave will be transferred if there is no actual break in service (BR Minutes, 1991-92, pp. 354-355).

The USG shall accept up to a maximum of ninety-six (96) hours of sick leave from a benefited employee who moves from a State of Georgia agency to the USG. For a unit of the USG to accept sick leave, the employee must have no more than a thirty (30) calendar-day break in service. Written verification of the employee's sick leave balance must be provided to the USG by the terminating State of Georgia agency.

The USG recognizes the need for employees to have legitimate absences from work. This policy ensures general consistency among institutions of the USG.

Applicability

All units of the USG are covered by this policy.

Who Should Read This Policy

All employees of the USG should be aware of this policy.

Definitions

Immediate Family. As defined in BOR policy 8.2.7.6 Family and Medical Leave

Process and Procedures

For all regular full-time employees of the USG as defined in BOR Policy Manual regarding [Personnel Categories](#), sick leave shall be accumulated at the rate of one working day per calendar month of service. Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

Leave Accrual – Leave is accrued at the end of each month worked. An employee hired on or before the 15th of the month shall accrue leave for that month. An employee hired on or after the 16th of the month will receive no accrual. Leave may not be taken before it is accrued. Sick leave must be reported in accordance with institutional procedures.

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Upon termination of employment, for employees vested in TRS and ERS, accrued sick leave is submitted to TRS or ERS to apply towards your retirement benefit; for ORP employees, accrued sick leave is forfeited in accordance with retirement plan thresholds

Upon transfer to another system institution with no break in service, sick leave shall be transferred. (See also, HRAP provision on [Transfers](#))

Summer Faculty Sick Leave Accrual – If an academic year-contracted faculty member teaches during the summer months, he/she may be eligible to accrue sick leave. Sick leave is accrued at the rate of eight (8) hours per month worked if the work commitment is full time; sick leave is prorated based on the amount of time worked during the summer. This amount is calculated by dividing the total credit hours the faculty member is teaching by the number of credit hours considered to be “full-time” for summer employment, which has been previously determined to be nine (9) credit hours.

Based upon this, a faculty member teaching three (3) hours would earn five (5) hours for the two (2) month period. Faculty members teaching six (6) hours would earn eleven (11) hours and anyone teaching nine (9) hours would earn the full sixteen (16) hours. Each institution shall establish procedures to implement this policy.

Faculty Sick Leave Reporting – The following provisions for the reporting of sick leave shall apply to all full-time faculty, employed by institutions of the University System of Georgia, who serve primarily in assignments defined by faculty roles in instruction, research and scholarly activity, and service.

- Faculty are responsible for informing their Chair of any illness that prohibits them from meeting their assigned responsibilities in instruction, research, and service.
- In reporting sick leave, academic year faculty will report leave based on the number of whole hours sick (see BOR Policy Manual regarding [Leave Policy](#)), with a full day being eight (8) hours, a half day being four (4) hours, and less than a half day based on whole hours missed, with a full week being the equivalent of a forty (40) hour workweek.
- Nothing in this policy shall be interpreted to indicate that faculty work on a standardized schedule.
- Faculty working during the summer may request and use paid sick leave during the summer for a qualifying reason. Sick leave taken during the summer may be paid at a prorated amount based on the work effort of the summer assignment. If the use of sick leave is for an FMLA qualifying reason, FMLA will run concurrently with the paid time off.

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Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain and revise sick leave policy as appropriate.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Each institution shall establish and maintain an adequate control system for recording employee leave.	See University System HR Officer Listing

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual 8.2.7.2 Sick Leave with Pay](#)
- [Business Procedures Manual - 5.1.8 Leave Accrual for Summer Faculty](#)
- [Family and Medical Leave Act](#)

Related Documents and Resources (External)

- None

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