

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES


Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802

(213) 590-

Code: FSA 76-61

Date: August 30, 1976

To: Presidents

  
From: Lois K. Feldheim, Acting Director  
Faculty and Staff Affairs

Subject: SICK LEAVE ACCRUAL

SB 1555 (Berryhill) amended Government Code, Section 18100, by deleting the six-month qualifying period before an employee is eligible to receive and use sick leave credits. The bill, effective July 1, 1976, provided that employees shall receive an initial sick leave credit following one month of qualifying service and shall receive sick leave credit thereafter for each qualifying month of service.

There are two attachments to the Personnel and Payroll Officers copy of this FSA. Attachment I contains revised sick leave policies to reflect the changes made in the Government Code sections governing sick leave. Employees appointed prior to July 1, 1976, and who have not yet completed six months of continuous service, shall receive, as of July 1, 1976, sick leave credits in accordance with the policies in Attachment I. Attachment II contains the amended Government Code sections governing sick leave.

If your staff has any questions, please have them contact M. McCarthy by calling the Office of Faculty and Staff Affairs. ATSS 635-5603 or (213) 590-5603.

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**Distribution:**

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Affirmative Action Officer  
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SICK LEAVE ACCRUAL POLICIES

Effective July 1, 1976, sick leave shall be credited as follows:

I. INITIAL SICK LEAVE CREDIT:

If otherwise eligible the initial sick leave credit shall be given following the completion of one month of continuous service. Thereafter, sick leave shall be credited as indicated below.

II. CREDIT FOR FULL-TIME EMPLOYMENT:

On the first day of the monthly pay period following completion of each qualifying monthly pay period of continuous service, each full-time employee shall be allowed one day of credit for sick leave with pay.

III. CREDIT FOR LESS THAN FULL-TIME EMPLOYMENT:

(a) PART-TIME MONTHLY EMPLOYEES:

On the first day of the monthly pay period following completion of each qualifying monthly pay period of continuous service each part-time employee shall be allowed on a pro rata basis the fractional part of one day of credit for sick leave with pay.

(b) HOURLY EMPLOYEE (Employees paid on an hourly rate based on a monthly rate):

On the first day of the monthly pay period following completion of 160 hours of paid employment, the employee shall be credited one day (8 hours) of sick leave. Thereafter on the first day of the monthly pay period following additional service of 160 hours, the employee shall be credited with one day (8 hours) of sick leave. Hours worked in excess of 160 hours in a monthly pay period shall not be counted or accumulated.

If an employee accumulates 160 hours of paid employment which qualifies for sick leave credit, any hours worked in that same pay period above the 160 hours are accumulated and carried forward toward the next credit, subject to the limitation that credit shall not be given for more than 160 hours in any pay period.

(c) MULTIPLE POSITIONS:

(1) An employee holding a position in addition to other full-time employment with the state shall not receive credit for sick leave with pay for service in the additional position.

(2) Where an employee holds two or more positions each of which is less than full-time, the time worked in each position shall be combined for purposes of computing credits for sick leave with pay but such credits shall not exceed full-time employment credit.

IV. QUALIFYING PAY PERIOD:

For this purpose a qualifying monthly pay period is any month in which an employee has 11 or more working days of service. A non-compensable absence for more than 11 consecutive working days which fall into two consecutive qualifying pay periods shall disqualify one of the pay periods.

ATTACHMENT II TO FSA 76-61  
August 30, 1976  
Effective July 1, 1976

GOVERNMENT CODE, SECTION 18100,  
AMENDED

The six month waiting period which has been required before new employees could receive sick leave credit has been deleted from Government Code, Section 18100. That Section now provides:

"Following completion of one month of continuous service, except as otherwise provided in Section 18102.5 of the Government Code, each state officer and employee who is employed full time shall be allowed one day of credit for sick leave with pay. Thereafter, for each additional calendar month of service, except as provided in Section 18100.5, one day of credit for sick leave with pay shall be allowed. Each state officer or employee is entitled to such leave with pay, on the submission of satisfactory proof of the necessity for sick leave as provided by rule of the State Personnel Board. For purposes of computing sick leave, each employee shall be considered to work not more than five days each week. The State Personnel Board shall provide by rule for the regulation and method of accumulation of sick leave for civil service employees, and may provide sick leave for those who work less than full time. Subject to board rule sick leave may be granted to employees for the purpose of physical examinations."

Section 18102.5 of the Government Code was also amended to read as follows:

"Notwithstanding any other provision of the law to the contrary, a state officer or employee who is entitled to temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code as a result of an industrial accident occurring during a period of employment for which he is not earning sick leave credit shall have sick leave credit of one day for each completed month of service during the time that he is not earning sick leave credit. If the employee is disabled because of an industrial injury arising out of said employment during said period the employee may elect to draw sick leave credit during such period of disability, such credit not to exceed one day of sick leave for each completed month of service that he is not earning sick leave credit and not to exceed a total of six days."