



UNIVERSITY SYSTEM
OF GEORGIA

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	
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Policy Statement

The University System of Georgia has established a policy to allow for sick leave with pay for all benefits eligible employees. For all regular full-time employees of the University System of Georgia (see 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.

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; or
4. Illness, injury, or death in the employee's immediate family requiring the employee's presence.

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

If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further claim of sick leave rights by the employee-patient.

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 University System, accumulated sick leave will be transferred if there is no actual break in service (BR Minutes, 1991-92, pp. 354-355).

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The University System of Georgia 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 University System of Georgia. For a unit of the University System of Georgia 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 University System of Georgia by the terminating State of Georgia agency.

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

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All employees of the University System of Georgia should be aware of this policy.

Definitions

None

Process and Procedures

For all regular full-time employees of the University System of Georgia 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.

Upon termination of employment, sick leave is forfeited.

Upon transfer to another system institution with no break in service, sick leave shall be transferred. (Cross reference Transfer Policy)

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.

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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 is 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.

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

Website Address for This Policy

- None

Appendices (Internal Documents, Forms and Web Links)

- [Family and Medical Leave Act](#)
- [USG Policy Manual Section 8](#)
- [Business Procedures Manual - 5.1.8 Leave Accrual for Summer Faculty](#)

Related Documents and Resources (External)

- None

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