**Paid Sick Leave Policy**

**Effective July 1, 2017**

23-273 Use of earned paid sick time

Paid sick time/leave allows an employee paid time off during periods of personal illness, to obtain medical services or to care for immediate family members who are ill, and in circumstances of the death of a family member outside the scope of the unpaid Bereavement Leave Policy. Sick leave is a privilege and not a right.

**Eligibility**

Fully benefits-eligible employees, regularly scheduled to work 20 or more hours per week (.50 FTE) in a position that is six months or more in duration. An employee regularly scheduled to work 20 hours or more per week (.50 FTE) in a position that is at least 90 days in duration, but less than six months is not eligible to accrue paid sick time.

Employees may be granted paid sick time when they are unable to perform duties because of

1. Illness, injury, pregnancy, childbirth, or related medical conditions

OR

2. When absent for obtaining health-related services not available outside of regular working hours.

An employee may be granted paid sick time/leave when the absence is the result of serious illness or mental condition within the employee's immediate family, established household, or in situations that place primary responsibility for care of the employee.

Section 13-4439, Arizona Revised Statues, absence necessary due to domestic violence, sexual violence, abuse or stalking provided the leave is to allow the employee to obtain for the employee or the employee’s family member: medical attention, services, psychological or other counseling.

**Accrual**

Employees eligible for paid sick leave accrue at the rate of eight (8) hours for each month of full-time employment, calculated on a biweekly basis. Paid sick time shall accrue at the rate of 3.69 hours per 80 hours pay period for full-time employees, or .046125 hours for each paid hour up to 80 hours.

PSL may be used in 1 hour intervals at the employee’s regular rate of pay at the time of absence.

Employees shall not accrue paid sick time while in an unpaid status or for overtime hours worked.

**Bereavement**

Eligible employees may use up to 5 days or 40 hours of eligible Paid Sick Leave.

[**Am I eligible for a paid sick time balance pay-out upon my separation of employment?**](https://hr.arizona.edu/employees-affiliates/leaves/sick-time-faqs)

Since paid sick time is a privilege, not an earned right, no accumulated paid sick time compensation is paid out when an employee is discharged, dismissed, resigns, or dies.