

CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

Subject: Paid Time Off for Non-Benefit Based Employees	Memo No. 15-8 Pages: 3 Date: July 1, 2015
Approved by: Julia M. McCallin, Associate Vice President for Human Resources	

(Initial Issue)

1.0 GENERAL INFORMATION

The Institute provides paid time off for sick leave. The Institute Personnel Memoranda, Other Leaves of Absence, Military Leaves, Employee Medical and Family Care Leaves, provide information about other types of leaves, some of which are paid.

2.0 ELIGIBILITY

Paid time off for sick leave that applies to non-benefit based employees.

3.0 SICK LEAVE

3.1 The Institute provides sick leave for eligible employees to use during absence from work due to their own illness or injury or exposure to contagious diseases, or for family members as described below.

3.2 Sick Leave Accrual

Staff on Bi-Weekly Payroll

Eligible employees will begin accruing sick leave upon their first day of employment.

Sick leave will accrue at eight (8) hours per month for employees on a forty (40) hour a week work schedule and a proportionate rate for employees on a work schedule of less than forty (40) hours per week provided that the employee will not earn less than 4 hours per month.

Accrual maximum: 48 hours.

Sick leave will not accrue during the unpaid portion of a leave of absence from the Institute.

An employee cannot take sick leave in advance of accrual nor leave without pay when sick leave accruals are available.

3.3 The use of sick leave is authorized in the following situations:

When the employee is unable to work due to his/her own illness or injury, or when he/she has been exposed to contagious diseases, which may endanger the health of others, or for Organ Donor Leave or Bone Marrow Donation.

NOTE: A written statement from a health care provider may be requested by the Institute to verify the employee's need to miss work or to confirm a release to return to work. In cases where the employee is off work for a period of ten (10) or more work days, a statement from a health care provider will be required and the formal leave process will begin. Additional information is in the Employee Medical and Family Care Leaves Personnel Memorandum.

To adhere to state and/or federal regulations, all medical documentation should be forwarded to Human Resources and not retained in department personnel files.

When a campus non-exempt employee or an hourly/overtime eligible employee at JPL takes a full or partial day absence for a medical or dental appointment that could not be scheduled outside of his/her normal working hours.

NOTE: Exempt employees at campus and weekly employees at JPL do not record partial day absences except while on leave under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA).

When there is illness of the employee's spouse, domestic partner, sibling, child, parent, grandparent, or grandchild requiring the employee's assistance, campus and JPL employees on the bi-weekly payroll may use accrued sick leave. Campus monthly employees are entitled to use half their annual sick leave amount.

When an employee on the bi-weekly payroll qualifies for a family care leave under the Family Medical Leave Act/California Family Rights Act (FMLA/CFRA), the employee may use accrued sick leave. The definition of family member under FMLA/CFRA is limited to dependent children, employee's spouse, domestic partner or parent.

NOTE: Sick leave may be integrated with state disability insurance benefits, paid family leave benefits, short term disability or workers' compensation benefits to a combined amount of no more than the employee's weekly gross pay and to the extent allowed by law.

For judicial proceedings when the employee or his/her family member is a victim of, or witness to, a crime.

3.4 An employee retains his/her sick leave balance when transferring within the Institute, including between campus and JPL.

3.5 An employee's sick leave balance is not payable when an employee changes status from non-benefit-based to benefit based, or upon termination.

3.6 Reporting Sick Time

An employee is responsible for reporting his/her sick leave absence to his/her manager or designee before the start of his/her scheduled work shift or as soon as possible. When reporting the absence the employee must distinguish whether absence is for himself or herself, or that of a family member.

Employees are responsible for accurately recording sick time taken.

3.7 Payment Basis

Payment for sick leave will be the base rate of pay. Pay will include any shift premium or allowances in effect at the time the leave is taken.

Combined work time and paid sick leave cannot exceed the employee's regular daily schedule of hours, unless otherwise provided for in the Institute's policies.

Paid sick leave cannot exceed an employee's regularly scheduled hours for any one (1) week or work day. For example, if an employee is scheduled to work ten (10) hours per week, sick leave usage will not exceed ten (10) hours per week or if an employee is scheduled to work six (6) hours per day, sick leave usage will not exceed six (6) hours in a day.

Sick leave taken during a regular workweek is considered as time worked in computing weekly overtime pay.

Sick leave payment is made at the employee's rate of pay in effect at the time of sick leave usage.

Payment includes applicable shift premiums and allowances authorized at the time of sick leave usage. Payment is based on the regularly scheduled number of hours per week, unless otherwise provided for in other Institute policies.

3.8 Termination and Unused Sick Leave

Unused sick leave will not be paid to the employee at the time of termination.

The sick leave balance for a former Institute employee, who completed probation and is re-employed within twelve (12) months of his/her voluntary termination date will be restored to the balance at the time of termination. For employees who are laid off and re-employed, restoration of his/her sick leave is covered by the Termination policy.

The sick leave balance for a former Institute employee who is laid off and re-employed within 24 months will be restored to the balance at the time of termination.

4.0 EXCEPTIONS

Any exception to this Personnel Memorandum requires the approval of the Associate Vice President for Human Resources or designee for campus employees, or of the Director for Human Resources at JPL or designee for JPL employees.

5.0 RELATED PERSONNEL MEMORANDA AND POLICIES

- [Employee Medical and Family Care Leaves](#)
- [Other Leaves of Absence](#)
- [Employee Timekeeping](#)
- [Termination](#)
- [Hours of Work](#)
- [Employee Benefits Handbook](#)