

Sick Leave

Updated March 2009, Accounting Services and HQ Payroll

Full-Time Career Employees

All full-time employees earn 4 hours sick leave for each pay period they are in a pay status.

Part-Time Flexible Employees

Part-time flexible (PTF) employees earn 1 hour of sick leave for each unit of 20 hours in pay status—up to 4 hours per pay period or 104 hours (13 days) per 26-period leave year. A PTF employee may earn more than 4 hours of sick leave in a pay period if the sick leave hours are short in the prior pay period and the employee has additional creditable leave hours in the current pay period.

Part-Time Regular Employees

Part-time regular (PTR) employees earn sick leave in the same manner as part-time flexible (PTF) employees.

Casual, Temporary, and Non-Leave Earning Employees

Casual, temporary, and non-leave earning employees do not earn sick leave. However, these employees may be eligible for other types of paid leave.

How Time is Accrued

Sick leave (earned and unused) accumulates without limitation. Time is accrued for sick leave as follows:

Employee Category	Time Accrued
Full-time employees	Four hours for each bi-weekly pay period. For example, 13 days (104 hours) per 26-period leave year.
Part-time employees	One hour for each unit of 20 hours in pay status up to 104 hours (13 days) per 26-period leave year.