**Human Resources Administrative Practice Manual: Time Away from Work**

**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.

1. Faculty is responsible for informing their Chair of any illness that prohibits them from meeting their assigned responsibilities in instruction, research, and service.

2. 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.

3. Nothing in this policy shall be interpreted to indicate that faculty work on a standardized schedule.

[http://www.usg.edu/hr/manual/sick_leave_with_pay](http://www.usg.edu/hr/manual/sick_leave_with_pay)

**8.2.7.2 Sick Leave with Pay**

For all regular full-time USG employees as defined in Section 8.1 of the Policy Manual, 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
4. Illness, injury, or death in the employee’s immediate family requiring the employee’s presence

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 his/her or her employment.
Upon the movement of an employee among USG institutions, accumulated sick leave will be transferred if there is no actual break in service (BoR Minutes, 1991-92, pp. 354-355).

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7_leave

4.9.1 Interpretation of Sick Leave

SOURCES:
BoR POLICY 8.2.7.2 & 8.2.7.3

The following provisions for the reporting of sick leave shall apply to all full-time faculty on 9 or 10 month contracts, employed by institutions of the USG, who serve primarily in assignments defined by faculty roles in instruction, research and scholarly activity, and service:

1. Faculty are responsible for informing their immediate supervisors of any illness that prohibits them from meeting their assigned responsibilities.
2. In reporting sick leave, faculty will report leave based on the number of whole hours sick as defined by the BoR Policy 8.2.7, 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-hour workweek.
3. Nothing in this policy shall be interpreted to indicate that faculty work on a standardized schedule.

http://www.usg.edu/academic_affairs_handbook/section4/handbook/C695/