

University of California, Riverside – Local Procedure
Expanded Sick Leave*
February 2025

*Subject to Change

I. Summary

This local procedure on Expanded Sick Leave is to provide guidance on when and how to use expanded sick and protected sick leave if designated.

II. Related Policies and References

- A. [PPSM 2.210: Absence from Work](#)
- B. [Expanded Sick Leave FAQs](#)
- C. [Systemwide Expanded Paid Sick Leave – Location Implementation Resource Box Site](#)
- D. [Systemwide HR/AP Communication](#)
- E. [UCnet article](#)

III. Definition

- A. **Designated Person for Purposes of Family and Medical Leaves (FML):** An individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave, and employees are limited to one designated person per calendar year for FML purposes.
- B. **Designate Person for Purposes of Sick Leave:** A person identified by the employee at the time the employee requests sick leave. Employees are limited to one designated person per calendar year for sick leave purposes.
- C. **Family Members:** Except for purposes of FML, an employee's spouse, domestic partner, children regardless of age or dependency status (including children of the employee's domestic partner), parents, siblings, grandparents, and grandchildren. Step-relatives, in-laws, and relatives by adoption are included on the same basis as the above-listed blood relatives. 'Parent' also includes a foster parent or legal guardian of an employee or the employee's spouse or domestic partner or a person who stood in place of a parent (in loco parentis) when the employee was a minor child. Likewise, "child" also includes a foster child, legal ward, or a child to whom the employee stands in place of a parent (in loco parentis). For sick leave purposes, "family members" also include designated persons.

IV. Policy

The University of California (UC) expanded paid sick leave policies for full-time and part-time staff employees ensures all staff employees have access to paid sick leave. The revisions to paid sick leave include:

1. expanded eligibility for part-time employees,
2. expanded reasons for the use of paid sick leave,
3. provisions for paid sick leave to be designated as "protected" so that an employee can be entitled to take the leave for a qualifying reason, and
4. extension of the period when paid sick leave may be reinstated if an employee is reemployed after a separation from employment.

A. Eligibility

Sick Leave

- a. An employee must be employed by the University of California as a:
 - 1) full-time policy covered staff member,
 - 2) part-time employee in a sick leave accruing title
 - 3) per diem staff member
 - 4) student employees in casual/restricted appointments

Note: Rehired retirees sick leave accruals are currently pending more information from UCOP.

B. Allotment of Time

UC employees may designate up to six (6) days per calendar year of available paid sick leave or other eligible leave as protected if the days are used for a reason eligible for protection and complies with the notice requirements.

C. Use of Accruals

1. Sick Leave Designated as “protected”
 - a. An employee may designate paid sick leave as protected for the following reasons:
 - 1) the diagnosis, care, or treatment of an existing physical or mental health condition of the employee or the employee’s family member;
 - 2) preventive care for an employee or an employee’s family member; or
 - 3) those reasons specified in policy for an employee who is a victim or whose family member is a victim of domestic violence, sexual assault, stalking, or other qualifying acts of violence.
 - b. For paid sick leave to be designated as “protected,” the employee must:
 - 1) have protected paid sick leave available to use;
 - 2) comply with applicable notice requirements; and
 - 3) use the leave for a protected paid sick leave purpose as specified in this local procedure.
 - c. Family and Medical Leave (FML) designation is not necessary for sick leave to be designated as protected. However, in some cases, an employee may use paid sick leave designated as protected and FML at the same time.

For example, an employee may elect to use paid sick leave designated as protected to receive pay during an approved FML for the employee’s own serious health condition. Also, if an FML-eligible employee is using paid sick leave designated as protected for an FML-qualifying reason, the university will designate the leave as FML.
2. For additional information related to how sick leave and the designation of Kin Care may impact the use of sick leave, refer to [PPSM 2.210: Absence from Work, page 16 of 57](#).
3. Unused Paid Sick Leave
 - a. Employees who separate from UC are not paid for unused paid sick leave at the time of separation.

- b. Unused paid sick leave balances may be converted to University of California Retirement Program (UCRP) service credit at retirement, in accordance with UCRP provisions.
4. Reinstatement of Sick Leave for an Employee Rehired by UC
 - a. Employees who separate from the university and are subsequently rehired into a position eligible for paid sick leave within 12 months from the date of separation, the employee or appointee will have all unused sick leave from prior service reinstated and available, unless the leave balance were previously converted to UCRP service credit upon retirement.
 - b. When a separation is greater than 12 months, any unused sick leave will not be reinstated. For information on Per Diem employees and how reinstatement of sick leave applies, refer to PPSM 2.210.
 - c. For information about sick leave upon reemployment following a layoff, refer to [PPSM-60: Layoff and Reduction in Time from Professional & Support Staff Career Positions](#).

V. Procedures

A. Employee

1. In written form or verbally, inform your supervisor and department leave of absence coordinator if you need to use your sick accruals as protected sick or use your sick in relation to another type of leave.
2. In general, documentation will not be required for use of protected sick leave. However, documentation may be required for leaves taken that requires the use of sick leave (e.g., pregnancy leave).

Note: If you are taking a leave under any state or federal leave entitlement (e.g., Family & Medical Leave Act, California Family Rights Act (CFRA), and/or California Pregnancy Disability Leave Law (PDL), you must inform your department leave of absence coordinator of your decision to use sick leave.

3. You must designate the type of leave accrual (e.g., unpaid or sick) that will be used during your time off in the Time and Attendance Reporting System (TARS) as 'SLP' or appropriate time reporting system.

B. Supervisor

Responsible for:

1. Ensure the employee has spoken to the leave administrators for their organizational unit.

C. Department Leave Coordinator

Responsible for:

- a. notifying the employee's supervisor that the employee will be out of the office if the use of sick leave is related to a qualified leave.
- b. providing leave information within fifteen (15) days from the request or notification, whichever is sooner.
- c. following up with the employee while they are on leave.
- d. track sick leave on the designated CSC/UCPath report to monitor the use of protected sick leave to ensure employees do not exceed six (6) days. For access to the report, send an email to ucpathcsc@ucr.edu and include a business justification for access to the report.
- e. ensuring the employee's return from leave is recorded.

VI. Retaliation

UC prohibits any form of retaliation or discrimination against an employee for using or attempting to use paid sick leave designated as protected and for any other reason prohibited by policy.

Employees who believe they have been subjected to retaliation or discrimination can submit complaints through the Chief Compliance Office by contacting the local designated official at ldo@ucr.edu or the Whistleblower hotline at (800) 403-4744 or [online](#).

VII. Contacts

Contact	E-Mail Address
CHR Policy	hrpolicy@ucr.edu
Campus Support Center	Ucpathcsc@ucr.edu
Disability Management and Accommodations	disabilitymanagement@ucr.edu

Appendix A Time & Attendance Reporting System

February 1, 2025 - February 28, 2025 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor
			✓	1		D01103 - Human Resources Dept	

[Save](#)
[Main Menu](#)
[Submit to Supervisor](#)

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Sat: Feb 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Feb 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Feb 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Feb 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Feb 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Feb 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

February 1, 2025 - February 28, 2025 Timesheet

Name	Employee ID	Leave Balances
Mary White	10005559	VAC: 122.8 SKL: 16.62 Prior Leaves Pending

[Save](#)
[Main Menu](#)
[Submit to Supervisor](#)

Select Leave Type

Please enter the hours for each leave type(s) to take for this date.

Vacation: Personal - Vacation

Hours:

SICK: Protected Sick Leave

Leave: Hours:

Leave: Jury Duty

With Hours:

Pay:

Leave: ERIT Program Hours

Without Hours:

Pay:

Day of Month	Vacation Leave	Other Leave
Sat: Feb 1	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Feb 2	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Feb 3	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Feb 4	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Feb 5	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Feb 6	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Feb 7	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Feb 8	<input type="checkbox"/>	<input type="checkbox"/>