

**ARIZONA BOARD OF REGENTS
POLICY MANUAL**

6-804 Sick Leave

Revision Dates

9/27/2018, 12/10/2010, 12/4/2009, 1/26/2001, 9/24/1998, 8/27/1992, 2/19/1988, 3/12/1983
(adopted; effective 5/1/1983)

- A. Administrative, Professional and Classified Staff employees who are employed at 50% time or more and whose employment is expected to continue six months or more, are entitled to accrue paid sick leave at the rate of one (1) day for each month of service from the first day of eligible employment.
- B. Each university shall establish policy governing the accrual of sick leave based on time of service and governing the usage of such leave for eligible employees including faculty.
- C. Subject to the approval of the Board executive director and board counsel, universities and the board office may adopt policies to temporarily allow the limited advancement of sick leave to employees who have otherwise exhausted other forms of paid leave. Decisions to advance sick leave during periods of serious contagious illness, such as a pandemic, will consider public health benefits and continuance of institutional, instructional, research and service functions while minimizing disruption and delay that would otherwise be occasioned by an ill workforce.
- D. The amount of sick leave earned in accordance with paragraph A. is based on 100% full-time equivalent employment. Employees working less than 100% full-time equivalent, but at least 50% full-time equivalent, earn sick leave prorated to the percentage of time paid.
- E. Accrued Sick Leave May Be Used Only When:
 - 1. An eligible employee is unable to perform his or her duties because of illness, injury, pregnancy, childbirth, or related medical conditions;
 - 2. An eligible employee wishes to obtain health-related services not reasonably available before or after the employee's regular working hours;
or
 - 3. An eligible employee is absent due to illness or communicable disease within the employee's immediate family, established household, or in situations which place primary responsibility for care on the employee; or

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4. An eligible employee wishes to use sick leave upon the death of family members who are not covered under board policy 6-806, Bereavement Leave. Employees may use up to three days of accrued sick leave for this purpose and two additional days to attend or arrange funeral services out-of-state.
- F. Upon termination of employment, except for retirement, an employee shall not be paid for accumulated sick leave. All faculty and staff at each university shall be eligible to receive payment for accumulated sick leave at the time of retirement consistent with the provisions of A.R.S. § 38-615, subject to the availability of funds. Upon termination, an employee may be responsible for repayment of sick leave advanced under university or board office policy.
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Policy History

- 3/12/1983 The Policy Manual was adopted by the Board to be effective 5/1/1983.
- 2/19/1988 Policy revision approved by the Board on second reading.
- 8/27/1992 Policy revision approved by the Board on second reading.
- 9/24/1998 Policy revision approved by the Board on second reading.
- 1/26/2001 Policy revision approved by the Board on second reading.
- 12/4/2009 Policy revision approved by the Board on second reading.
- 12/10/2010 Policy revision approved by the Board on second reading.
- 9/27/2018 Policy revised to reflect “Executive Director” of the Board in place of “President.”

Related Information

See 3/12/1983 meeting minutes.

This policy was originally numbered as 6-704 from its adoption in 1983 until 2/19/1988.