

Family Leave for Exempt Staff (PAT/EE/AA/FY Non-Tenure Track Faculty)

A. Employee Benefits

12. Vacation/Personal Time

12.4 Maximum Accumulation. The maximum accumulation is 35 days per year but the days accumulated over 30 days will have no cash value. The maximum number of days for payout at termination will be 30 days.

13. Sick Leave

13.1 Eligibility. Faculty and staff members with status appointments who are not covered by the Earned Time program (see [USY V.A.11.1](#)) are eligible for sick leave.

13.2 Description. Sick leave is designed to provide salary continuation for absences due to personal illness and injury or family leave as described below in 13.2.2. Medical documentation may be required at any time to substantiate an absence and/or to indicate the ability of the individual to return to work following an illness or injury (see [USY V.C.12](#)).

13.2.1 If documentation indicates the potential for an illness or injury of the faculty/staff member to last more than six months, the faculty/staff member should contact the System Human Resources Office for information concerning long-term disability (see [USY V.A.15](#)).

13.2.2 Use of Sick Leave for Family Leave. Full-time staff with at least one year of benefits-eligible service may use up to a maximum of 10 days of accrued sick leave per fiscal year (pro-rated for percent-time staff) for family leave. This leave may be used for medical appointments, illness, or medical needs of an immediate family member; prenatal or postnatal care; or for purposes of caring for a new baby or adoptive/foster child after placement. It may also be used for extended bereavement leave (see USY 13.2.2.2).

13.2.2.1 Immediate family member is defined as spouse, parent, legally dependent child, or any person living in the staff member's household.

13.2.2.2 Extended Bereavement Leave. After supervisory notification and the use of bereavement leave, a staff member may use family leave for extended bereavement leave in the event of the death of an immediate family member. Bereavement leave follows the same parameters described in USY.V.A.18.