Nonexempt – Paid Sick Time

Paid sick leave is provided to cover absences from work resulting from injury or illness. Eligible nonexempt Staff Personnel begin earning sick leave hours with the effective date of employment; however, they are not available for use until the beginning of the payroll period following completion of your probationary period of three calendar months of continuous employment. Sick leave hours may be used in one-hour increments; however the request to use sick time in 1-hour increments will not be approved by the supervisor if the absence of the employee from the workplace would require that a substitute or replacement be employed. The available sick leave hours reported to you on the paycheck stub represent the number of hours earned as of the end of the pay period for which the check is issued.

The number of sick leave hours to which you are entitled depends upon salary grade, the number of hours in pay status, excluding overtime hours, and the length of service. Sick leave hours for nonexempt Staff Personnel are earned at the following rates:

**Salary grades 1 through 10**

- .0230769 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment.

- .0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the third year of employment.

**Salary grades 11 and above**

- .0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment.
A maximum of 720 hours of unused sick leave may be accumulated. Up to 40 hours of sick leave per fiscal year (July 1 – June 30) may be used, as necessary, for your dental or medical appointments or for the care of a family member during the illness of that family member.