

SICK PAY USAGE AND ACCRUAL POLICY

Chapman University provides sick pay benefits in order to minimize the economic hardships that may result from an employee's absence from work due to the care, preventive care, diagnosis or treatment of the employee or an eligible family member.

In keeping with the California Healthy Workplaces, Healthy Families Act, employees may also request to receive sick pay benefits if the employee is a victim of domestic violence, sexual assault, or stalking, or to take time off to:

- (1) obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order or other injunctive relief;
- (2) seek medical attention, obtain services from a shelter, program or rape crisis center;
- (3) obtain psychological counseling;
- (4) participate in safety planning; or
- (5) take other actions to increase safety from future incidents.

Sick pay benefits may not be used as personal time or vacation.

A maximum of one-half of the employee's sick pay accruals per calendar year may be used for the purpose of caring for the employee's ill or injured family member. For the purposes of this policy, a "family member" is defined to include current spouse, domestic partner, parent, sibling, child, current parent-in-law, grandparents and grandchildren. Recognizing that family members can also include beloved pets, family sick pay hours may also be used for the pet's care due to illness or injury. The University may require the employee to provide a statement from the employee's or family member's health care provider that verifies that the use of sick pay hours in fact is needed for the employee's personal injury or illness, or for the injury or illness of the employee's family members.

If the need for sick pay is foreseeable, the employee must provide reasonable verbal or written advanced notice to their immediate supervisor. If the need is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

For non-exempt staff, sick pay will be compensated at the regular rate of pay in effect for the workweek in which the employee uses sick pay hours, not including overtime pay.

Sick Pay Reporting

All employees must report sick pay that they have used. Failure to report sick time is considered falsification of University records.

Staff employees report sick pay, in full or partial hours, on the electronic time records that are approved by their supervisors and transmitted to Payroll each pay period. Administrators must report sick pay, in full or partial hours as appropriate, on their monthly electronic Administrator Time Off Reports and submit them through the electronic workflow to their supervisors.

Sick pay hours must be fully accrued before they may be used. No advances against future accruals will be granted. Employees who have exhausted their accrued sick time may, with the approval of their supervisors, authorize the use of accrued vacation.

Sick Pay Accrual

Beginning July 1, 2015, the Healthy Workplaces, Healthy Families Act of 2014 obligates employers in the State of California to provide sick pay for most employees. Eligible employees are those who work for Chapman University on or after January 1, 2015, for at least 30 days within a year in California, and who satisfy a 90-day employment period. Eligible employees begin to accrue sick hours from their dates of hire. Sick time will be credited to the employee's account on the first day of each month. No accrual is credited for incomplete months of employment.

Temporary and part-time employees (working 19 or fewer hours per week):

Eligible employees in this category accrue one hour of sick pay for every 30 hours worked. Beginning with their 90th day of employment, employees in this category may begin to use the accrued paid sick pay hours, up to a maximum of 24 hours (or three days based on an 8 hour workday) within a year in the event of their own or a family member's injury, illness, or for preventive care. Accrued sick pay hours will carry over to the following year of employment and will be capped at a maximum accrual of 48 hours (or six days based on an 8 hour workday) in a year. The calculation of a year is based on the employee's employment date.

Regular employees working 20 or more hours per week to full-time:

Introductory period employees in this category accrue from the first day of employment and may begin to use accrued sick pay hours on the 90th day of employment.

Employees in this category may accrue up to a maximum of 720 hours of sick pay hours in accordance with the schedule below. This balance may be carried over from year to year. Accordingly, when an employee has an accrued balance of 720 hours of sick pay at the beginning of a given month, that employee shall accumulate "0" hours of sick pay hours during that month. Sick pay hours must be fully accrued before they may be used. No advances against future accruals will be granted. Sick pay hours for Staff and Administrators are accrued at the following rates:

Full-time (40 hours/week)

0 to 5 years of service:	6.67 hours/month (10 days/year)
5 to 10 years of service:	10.00 hours/month (15 days/year)
10+ years of service:	13.33 hours/month (20 days/year)

Three-quarter time (30 hours/week)

0 to 5 years of service:	5.00 hours/month (10 days/year)
5 to 10 years of service:	7.50 hours/month (15 days/year)
10+ years of service:	10.00 hours/month (20 days/year)

Half-time (20 hours/week)

0 to 5 years of service:	3.33 hours/month (10 days/year)
5 to 10 years of service:	5.00 hours/month (15 days/year)
10+ years of service:	6.67 hours/month (20 days/year)

Separation from Employment and Rehire Provisions

Sick pay hours are intended to assist employees as stated in this policy when they miss work due to their own or an eligible family member's illness or injury during their employment. Therefore, any accrued sick pay hours that are not used prior to the last day of employment have no cash value and are not paid out at the time of separation of employment.

If an employee is rehired within 365 days from the date of separation, previously accrued and unused sick pay hours shall be reinstated. The employee shall be entitled to use those previously accrued and unused sick pay hours and to accrue additional sick pay hours upon rehire.