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6-804 Sick Leave

- 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. 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.
- D. During the initial probationary period, an employee may receive paid sick leave. Sick leave advanced under this provision shall be limited to the pro rata amount the employee would have earned to date and may be recovered on the employee's final pay check if the employee terminates prior to completing the probationary period.
- 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
 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

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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.