



## 08.213 Sick Leave

Authority: Chancellor

History: Revised August 2017; Revised January 2013; Revised and Reformatted, November 2005; supersedes former Policy No. HR 2.10c

Source of  
Authority: UNC Policy 300.3.1[R]

Related Links: State Human Resources Manual: [Sick Leave](#)

Responsible  
Office: Human Resources

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### I. Purpose

The purpose of this policy is to provide uniform guidelines for the accrual, use, and final disposition of sick leave.

### II. Scope

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments are entitled to sick leave. Temporary, intermittent, or part-time (less than halftime) EHRA and SHRA employees do not accrue sick leave and are not covered under this policy.

### III. Policy

The method of accrual, use, transfer, and payout of sick leave for covered employees is outlined below.

#### A. Sick Leave Accrual

Sick leave is earned at the rate of eight hours per month (prorated for eligible part-time employees) if an employee is in pay status for one half or more of the regularly scheduled workdays and holidays in the pay period. Unused sick leave may be accrued indefinitely for the duration of employment.

#### B. Use of Sick Leave

All sick leave requires supervisory approval. For all statements in this policy, immediate family member is defined as any of the following: spouse/partner, parents, children, brothers, sisters, grandparents, and grandchildren, including step, half or in-law relationships, or any other dependent residing with the employee. Approved sick leave may be used for the following.

1. Personal illness or medical appointments of the employee.

2. Illness of an immediate family member of the employee.
3. Death in the employee's immediate family.
4. Donations to another employee who is an approved voluntary shared leave recipient. (See guidelines in [Policy 08.220 Voluntary Shared Leave Program](#).)
5. Donations to a member of the employee's immediate family who is an approved voluntary shared leave recipient. (See guidelines in [Policy 08.220 Voluntary Shared Leave Program](#).)
6. Adoption of a child, limited to a maximum of 30 days for each parent. This is interpreted to mean at the time of physical possession of the child and have either adopted or are in the process of adoption.
7. Illnesses covered under the Family and Medical Leave Act or Family Illness Leave (see guidelines in Policies [08.225](#) and [08.226](#)).

C. Advancement of Sick Leave

Supervisors and department heads may advance sick leave to an employee on an individual basis, not to exceed the amount the employee can accumulate during the remainder of the current calendar year. By exception, Human Resources may grant approval to up to 12 months' sick leave if circumstances warrant. If an employee is requesting or using advanced leave and there is a possibility that the employee may not return or remain at the university long enough to accrue the advanced time, supervisors and department heads are advised to consult with Human Resources to determine whether granting additional leave is appropriate.

D. Retirement Credit for Unused Sick Leave

All unused sick leave (including vacation leave transferred to sick leave in any prior year end reconciliation) may be applied to retirement with the Teachers and State Employees Retirement System at the rate of one month of additional service credit for every 20 days of sick leave, provided the employee retires from active service within five years of leaving active leave accrual status.

E. Separation from Employment

Upon separation from employment, unused sick leave is not paid to the employee.

Sick leave balances will remain to the employee's credit for a period five years and will be reinstated if the employee returns to state service within that time, or may be applied to retirement service credits if the employee retires from TSERS within five years. If the employee is overdrawn on sick leave when separating from employment, deductions are made from the final salary check.

F. Transfers

When an employee transfers between state agencies in North Carolina, unused sick leave is transferred. If the employing agency is willing to accept it, unused sick leave may also be transferred to and from the following: public school, community college, technical institute, or local SHRA agency of mental health, public health, social services, emergency management.

G. Record Keeping

Sick leave is requested, recorded, and records are maintained according to guidelines in [Policy 08.210 Time Keeping and Administration of Leave Programs for SHRA and EHRA Employees](#). Departments are responsible for maintaining sick leave records for each employee for the current year plus the four previous years.

H. Leave Offsetting

Hours worked in excess of the employee's established work schedule must be used to offset sick leave used in the same overtime period. Leave will be restored to the employee's balance for later use. See [Policy 08.211 Compensatory Time](#).