

# USF

## Sick Leave, Disability, and Leave Policies

### **Full-Time Faculty**

#### **Sick Leave:**

Full-time faculty receive 675 sick hours annually. Each calendar year, up to 72 hours of USF sick leave may also be used to care for a family member who is ill.

#### **Short-Term and Long-Term Disability Plans:**

Short-Term Disability – (Also known as Voluntary Disability Insurance, VDI)  
Pays 60% of your salary up to \$959 per week if you are unable to work due to illness/injury. There is a 7-calendar day waiting period. VDI is integrated with accrued sick and vacation leave (if applicable).

#### **Paid Family Leave (PFL)**

Pays 60% of your salary up to \$959 per week if you are unable to work because you are caring for a sick family member. There is a 7-calendar day waiting period and the maximum benefit is generally 6 weeks. PFL is integrated with sick leave, up to the 72 hours annual maximum for family sick leave and vacation leave, if applicable.

#### **Long Term Disability (LTD)**

Pays 60% of your salary up to \$12,000 per month if you are unable to work due to your own illness/disability. There is a 90-day waiting period. LTD is integrated with remaining VDI payments and remaining sick leave or vacation leave.

#### **FMLA:**

Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) run concurrently. These leaves allow you up to twelve (12) weeks of time off if you are unable to work due to your own illness or if you need to care for a family member who is seriously ill. To be eligible you must have 12 months of service and have worked at least 1,250 hours during the previous 12 months.

### **Part-Time Faculty**

#### **Sick Leave:**

In accordance with the San Francisco Sick Leave Ordinance part-time faculty working in the city and county of San Francisco are eligible for 1 hour of sick leave for every 30 hours worked, up to a maximum of 72 hours. Part-time faculty earn sick leave after 90 days of employment. Up to 72 hours can be used for family sick leave.

### Short-Term and Long-Term Disability Plans:

Short-Term Disability – (Also known as Voluntary Disability Insurance, VDI)  
Pays 60% of your salary up to \$959 per week if you are unable to work due to illness/injury. There is a 7-calendar day waiting period. VDI is integrated with accrued sick and vacation leave (if applicable).

#### Paid Family Leave (PFL)

Pays 60% of your salary up to \$959 per week if you are unable to work because you are caring for a sick family member. There is a 7-calendar day waiting period and the maximum benefit is generally 6 weeks. PFL is integrated with sick leave, up to the 72 hours annual maximum for family sick leave and vacation leave, if applicable.

### **Full-Time Staff**

#### Sick Leave:

Full-time staff accrue one day per month up to 75 days. Sick leave pays your salary if you cannot work due to your own illness or injury. Each calendar year, up to 72 hours of USF sick leave may also be used to care for a family member who is ill.

### Short-Term and Long-Term Disability Plans:

Short-Term Disability – (Also known as Voluntary Disability Insurance, VDI)  
Pays 60% of your salary up to \$959 per week if you are unable to work due to illness/injury. There is a 7-calendar day waiting period. VDI is integrated with accrued sick and vacation leave (if applicable).

#### Paid Family Leave (PFL)

Pays 60% of your salary up to \$959 per week if you are unable to work because you are caring for a sick family member. There is a 7-calendar day waiting period and the maximum benefit is generally 6 weeks. PFL is integrated with sick leave, up to the 72 hours annual maximum for family sick leave and vacation leave, if applicable.

#### Long Term Disability (LTD)

Pays 60% of your salary up to \$12,000 per month if you are unable to work due to your own illness/disability. There is a 90-day waiting period. LTD is integrated with remaining VDI payments and remaining sick leave or vacation leave.

#### FMLA:

Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) run concurrently. These leaves allow you up to twelve (12) weeks of time off if you are unable to work due to your own illness or if you need to care for a family

member who is seriously ill. To be eligible you must have 12 months of service and have worked at least 1,250 hours during the previous 12 months.

### **Part-Time Staff**

#### **Sick Leave (.53 FTE and greater):**

Part-time staff accrue one day per month of sick leave prorated by the assigned FTE, up to 75 days. Sick leave pays your salary if you cannot work due to your own illness or injury. Each calendar year, up to 72 hours of USF sick leave may also be used to care for a family member who is ill.

#### **Sick Leave (Less Than .53 FTE):**

In accordance with the San Francisco Sick Leave Ordinance hourly, part-time staff working in the city and county of San Francisco are eligible for 1 hour of sick leave for every 30 hours worked, up to a maximum of 72 hours. Part-time staff earn sick leave after 90 days of employment. Up to 72 hours can be used for family sick leave.

#### **Short-Term and Long-Term Disability Plans:**

Short-Term Disability – (Also known as Voluntary Disability Insurance, VDI)  
Pays 60% of your salary up to \$959 per week if you are unable to work due to illness/injury. There is a 7-calendar day waiting period. VDI is integrated with accrued sick and vacation leave (if applicable).

#### **Paid Family Leave (PFL)**

Pays 60% of your salary up to \$959 per week if you are unable to work because you are caring for a sick family member. There is a 7-calendar day waiting period and the maximum benefit is generally 6 weeks. PFL is integrated with sick leave, up to the 72 hours annual maximum for family sick leave and vacation leave, if applicable.

### **Student Employees**

#### **Sick Leave:**

In accordance with the San Francisco Sick Leave Ordinance student employees working in the city and county of San Francisco are eligible for 1 hour of sick leave for every 30 hours worked, up to a maximum of 72 hours. Student employees earn sick leave after 90 days of employment. Up to 72 hours can be used for family sick leave.