

## Frequently Asked Questions Student Laborer and University Assistant Sick Time

- Q. Are all student laborers and university assistants eligible to accrue sick time?  
A. *Yes, all student laborers who are paid on student labor or federal work-study funds and university assistants are entitled to accrue sick time once they meet the eligibility requirement.*
- Q. What are the eligibility requirements?  
A. *Student laborers and university assistants will be entitled to use accrued sick leave upon the 680<sup>th</sup> hour of employment with the Connecticut State College or University.*
- Q. In order to be eligible, does a student laborer or university assistant have to work 680 hours consecutively?  
A. *No, the requirement to work 680 hours is accumulative.*
- Q. What is the sick accrual rate for student laborers and university assistants?  
A. *Student laborers and university assistants accrue 1 hour for every 40 hours of work.*
- Q. If a student laborer or university assistant leaves the University, will he/she be paid for any remaining sick leave balance?  
A. *No, under no circumstances will any unused sick time be paid upon separation of employment from the University.*
- Q. How many hours of sick time can a student laborer or university assistant use in a calendar year?  
A. *An eligible student laborer or university assistant may use up to a maximum of 40 hours of accrued sick leave in a calendar year.*
- Q. If a student laborer or university assistant has a sick leave balance at the end of the calendar year, will they lose this time?  
A. *No, student laborers and university assistants may “carry over” up to a maximum of 40 hours of unused accrued sick time from one calendar year to the next.*
- Q. Does a student laborer or university assistant have to be scheduled to work in order to use sick time?  
A. *Yes, a student laborer or university assistant may only use sick time for **prescheduled hours of work.***
- Q. What can a student laborer or university assistant use accrued paid sick time for?  
A. *Student laborers and university assistants may only use accrued paid sick time for the following reasons:*

1. *To treat the employee's own illness, injury or health condition; for the medical diagnosis, care or treatment of the employee's own mental illness or physical illness, injury or health condition; or for preventative medical care for the employee.*
2. *For the treatment of the employee's child or spouse's illness, injury or health condition; the medical diagnosis, care or treatment of an employee's child's or spouse's mental or physical illness, injury or health condition; or preventative medical care for the employee's child or spouse.*
3. *For the employee's treatment or services related to the employee's status as a victim in a family violence or sexual assault incident, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.*

Q. Can federal work study funds be charged for sick time usage?

A. *No, federal work study funds may not be used for the payment of sick time. Departments are required to provide student labor payroll authorizations to the Payroll Department for work study students upon use of the paid sick leave. Payments for sick time usage will be charged to department fund sources.*

Q. Are departments responsible for tracking the accrual and usage of student laborer and university assistant sick leave?

A. *No, the accrual and usage of sick leave will be managed in the Payroll Department.*

Q. How will student laborers and university assistants be notified that they are eligible to use accrued sick time?

A. *The Payroll department will send notifications to student laborers and university assistants who become eligible.*

Q. How will departments be notified that their student laborer or university assistant is eligible to use accrued sick time?

A. *The Payroll Department will copy departments on notifications when their student laborers and university assistants become eligible.*

Q. Does CORE-CT or Payroll make adjustments to my sick leave hours when I have not recorded or used any hours from my sick leave balance?

A. *Adjustments are made to your sick leave balance by the Payroll Office when there is a break in service or to adjust the yearly sick leave balance for yearly carryover. A break in service is defined as a semester block (ex. 3 months) of time whereby you were not employed or employed in a position that is not eligible to accrue sick leave at CCSU.*

Q. How can student laborers, university assistants, and departments obtain updated sick leave balance information?

A. *Student laborers and university assistants will see their sick leave balance in CORE-CT under Timesheet and on their Pay Stubs. Student laborers, university assistants, and supervisors may contact D'Lon Wilcox in Student Payroll by email at [wilcoxd@ccsu.edu](mailto:wilcoxd@ccsu.edu) to obtain updated sick leave balance information.*