

**Staff Council
Voice of Staff Response
2009-2010**

Submission Number: 4

Topic: Sick Time Accumulation

Original Submission:

I have been here over 10 years and I would like to know what happened to all the sick time I had.

Response to Submission:

Source's Name: Diana Chin
Title: Manager for Benefits & Compensation
Unit/Department: Human Resources
Email and/or extension: 312/362-6119

There is a sick time policy that an employee can refer to for questions regarding sick time accrual. In general, a non-exempt employee accrues sick time at a rate of two weeks per year up to a maximum accrual of 30 days. Once the accrual reaches 30 days, the employee stops accruing additional sick time until sick time from that 30 days is used.

The employee is welcome to call me if there are specific questions to his/her sick time accrual.