Substitution of Vacation for Unpaid Sick Leave

In cases where the employee has exhausted their available sick leave credits and is not on an approved CSU Family and Medical Leave (CSU FML), the appropriate Administrator cannot authorize the use of other available leave credits (e.g. vacation or CTO) in lieu of unpaid sick leave (dock). However, the Associate Vice President of Human Resources (President’s Designee) may authorize such requests.

Employees in Collective Bargaining Units: 1, 2, 4, 5, 7, 8, 9 & 11 may make a formal request to use other available leave credits for unpaid sick leave (dock) through the process outlined below. Please note: CSUEU (2, 5, 7 & 9) also has the option to request substitution of CTO for unpaid sick leave.

The Process to Request Substitution:

1) The employee will need to send an email or memorandum to:

Human Resources Manager-Benefits, Juanita Aguilar at jaguilar@csufresno.edu or M/S-JA41 and copy the Appropriate Administrator (e.g. Department Chair or Manager) with the following information:

- Subject: Request to Substitute Unpaid Sick Leave
- Name and Fresno State Employee ID #
- Department, Mail Stop, and Campus phone number
- State the reason the sick leave balance was exhausted.
- Dates and number of hours requesting to be substituted for “unpaid sick.”

Example: I am requesting the use of vacation:

January 5, 20XX 3.5 hours
January 10, 20XX 8.0 hours
Total of 11.5 hours

2) The Associate Vice President of Human Resources and Human Resources Manager of Benefits will review the employee’s request.

3) A determination response will be sent to the employee with a copy to the Appropriate Administrator (e.g. Department Chair or Manager).

4) Requests are reviewed on a case-by-case basis. If the request is approved, Payroll Services will be instructed to change the “dock” to “vacation” or “CTO” (if applicable) and request any additional pay that may be due to the employee. If the request is denied, no change will be made to the “dock” hours reported for the unpaid sick leave absence(s).