Division of Human Resources

Instructions for Accruing and Tracking Sick Leave
for Eligible Exempt (Monthly Paid) Temporary Workers

1. Use the Sick Leave Accrual and Usage Spreadsheet for Penn Temporary Monthly Paid Workers found on the Human Resources website at: https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons/faq#Spreadsheet.

2. Use one spreadsheet for each eligible exempt temporary worker. If you have a question about the eligibility of an exempt temporary worker, see the eligibility criteria below, consult with your school/center human resources professional, or call Division of Human Resources, Staff and Labor Relations at 215-898-6093.

3. Even though the exempt temporary worker is paid on a monthly basis; each week you should enter the number of hours the staff member worked in column C on the spreadsheet.

4. The number of hours of sick leave accrued will appear in column D based on the hours entered in column C.

5. Enter the number of hours the staff member took each week in column E. Enter these hours in decimals, for example 1½ hours should be entered as 1.5.

6. The staff member’s sick leave balance will show in column F. This balance is cumulative and takes into consideration, the previous week’s usage and accrual.

7. Remember, the maximum amount of sick leave eligible temporary workers can accrue and use each calendar year is 40 hours.

8. Any unused and accrued sick leave should be carried over to the next calendar year but the temporary worker cannot accrue or use any more than 40 hours of sick leave in a calendar year.

9. Temporary monthly paid workers can use sick leave in 1 hour increments.

Eligibility Criteria for Paid Sick Leave for Temporary Workers

Penn Temporary Workers are eligible for paid sick leave if they are appointed to work or do work for Penn or the surrounding area (New Bolton Center, Morris Arboretum, Glenolden) for six (6) or more months in a calendar year.

Please note the following temporary staff members are not eligible for paid sick leave:

- Temporary workers who are appointed to work or who do work fewer than six (6) months
- Temporary workers (in grade TEM) that also have regular full-time or part-time staff positions as job 1, 2, 3, or 4 and/or have part-time or full-time faculty appointments (grade FAC) as job 1, 2, 3, or 4
- Temporary workers covered by collective bargaining agreements
- Staff in grades: INT (Intern), STU (Student Worker), CWS (College Work Study) or CNT (pay continuation under PDST)

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Temporary Extra Persons Policy can be found at:
https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons