





How can SSL be used?

An employee may use accrued SSL across all eligible campus jobs under the following conditions:

- f* For absence from work due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member;
- f* To care for or treat the employee's mental or physical illness, injury, or condition;
- f* To obtain preventative medical care for the employee or employee's family member;
- f* To care for a family member with a mental or physical illness, injury, or condition;
- f* For maternity or paternity leave

For purposes of this law, a family member includes a spouse, child, parent of employee or spouse, grandparent, grandchild, sibling, or legal guardian.

Is the employee required to provide verification of the absence when using SSL?

Verification of the absence may be required if (1) the employee uses SSL for more than two consecutive shifts or for more than two consecutive work days; or (2) the employee uses SSL during the first 120 calendar days of employment.

What is the process of administering SSL?

The employee will record the leave code 02 - SSL-T - SSL Taken and note the SSL hours by recording the In and Out times of when SSL was used

Please see example below:

The manager/supervisor must manage leave requests in accordance with these procedures and verify the time sheet is completed accurately before approving the time sheet.

For more information on how to complete the time sheet, employees can reference the TimeSheet Instructions [here](#).