Sick leave is a paid absence from duty, that employees can use during periods of temporary illness to stay home and address their health and safety needs.

**CalTime Process: SICK LEAVE — Sick Leave Taken**

1. Check leave balance
2. Leave balance available?
   - LWOP Process
3. Contact Supervisor
4. Evaluate
5. Approve?
   - Notify Employee
   - End
6. Notify Employee
7. Select Pay Code option for leave date(s)
8. Enter hours for selected date(s)
9. Save timecard
10. Review timecard
11. Make edit
   - 11.1
12. Approve
13. Review timecards for department
14. Timecard accurate?
   - Notify Employee
   - End of Pay Cycle for Supervisor approval
15. Approve
16. Review timecards for group
17. Timecards accurate?
   - Complete sign-off for group
18. Auto data feed [CalTime to PPS] for Sick Leave Taken