

SAM - TRAVEL

ALLOWANCES WHILE ON SICK LEAVE, VACATION OR COMPENSATING TIME OFF (CTO)

0726

(Revised 6/2014)

Employees granted sick leave while on official travel status may be paid allowances for up to three days of sick leave time. See CALHR Rules [599.633](#) and [599.633.1](#). If the sick leave exceeds three days, or in unusual cases, added payment may be approved by the agency according to [CALHR](#) delegation. Exceptions must include the following:

1. Name and home address of employee.
2. Nature of illness.
3. Address where employee is confined during illness/injury.
4. Address where expenses are being incurred.
5. Number of days confined during illness/injury.
6. Cost of expenses incurred.

Departments shall not consider exceptions if the employee is confined to a hospital and hospital costs are covered by insurance. Expenses incurred other than hospital costs may be considered.

Attach a copy of the approved exception to the employee's Travel Expense Claim prior to submission to the [SCO](#).

Normally, no per diem expenses are allowed when employees are on vacation or CTO. An agency may allow an exception to an employee claiming other than short-term per diem if they are: authorized time off on CTO, or authorized time off on vacation while employed in seasonal agricultural work.