

SECTION 7

TIME OFF

A. General Leave Provisions

The District provides generous leave provisions for Classified employees as negotiated with CSEA. Below we briefly describe each type of leave that is offered and where to go in the Collective Bargaining Agreement (CBA) to find the exact contract language.

In the event of illness or circumstances which prohibits you from reporting to work, you are required to notify your immediate supervisor of any sick leave or personal necessity leave within the first hour of the first day of the absence unless circumstances make it impossible. At the time you report sick leave or personal necessity leave to your immediate supervisor, you are also required to give an expected return date.

For all other types of leave, excluding vacation, you should make the request in writing to your immediate supervisor and forward a copy to the Office of Human Resources. Written requests should be made in letter form and must include the start date of the leave and the end date of the leave.

B. Types of Leaves

1. Sick Leave

Every permanent employee is given twelve (12) days per fiscal year (earned at one (1) day per month) to use in the event of illness or injury. In order to be compensated for sick leave, employees are required to notify their immediate supervisor within the first hour of the first day absent and an expected return date. In addition, employees who have completed their initial probationary period are entitled to 100 days at half pay in the event they exhaust all full-time sick leave for a verified illness. Unused earned sick leave can accumulate and be carried forward without limit. Contact the Payroll Office (ext. 5141) for an accounting of used and/or unused sick leave. (CBA, Article X, Sections 1, 3, 4 and 5)

2. Personal Necessity Leave

Personal Necessity Leave (PN) is a sub-set of an employee's sick leave allotment. Employees are allowed seven (7) full days each year of his/her sick leave for non-illness or injury use. Unused PN does not carry forward to the next year. Employees are required to notify their immediate supervisor as early as possible of the circumstances necessitating their absence and an expected return date. The CBA discusses the circumstances in which personal necessity leave can be granted (Section 2A, 1-9). Personal Necessity taken in excess of seven (7) days per year will be converted to personal leave without pay. Contact the Payroll Office (ext. 5141) for an accounting of used and/or unused personal necessity leave. (CBA, Article X, Sections 2-4)

3. Vacation Leave

Employees with less than five (5) years of service earn fifteen (15) days per year. Employees with five to ten (5 to 10) years of service earn twenty (20) days per year. Employees with ten (10) or more years of service earn twenty-two (22) days per year. Employees are required to request vacation in writing at least one (1) week in advance. Unused vacation leave is carried forward to the next year as defined in the CBA, Article XI, Section 11 and can be accumulated up to a maximum accrual based on the employee's years of service. In the event you become ill or bereaved after an approved vacation leave has started, you should notify your supervisor immediately so that vacation leave may be converted to sick leave. Contact the Payroll Office (ext. 5141) for an accounting of used and/or unused vacation leave. (CBA, Article XII, Sections 1-13)

4. Holidays

To be eligible for holiday pay, the employee must be in a paid status the working day immediately before or the working day immediately after the holiday. If an employee works a work week other than Monday through Friday (usually including a Saturday or Sunday) and consequently loses a holiday, he/she is entitled to a substitute holiday. Employees on a flex-schedule should convert to a standard 40 hour work week on weeks that contain a school holiday. Contact the Payroll Office (ext. 5141) for additional information or clarification. (CBA, Article XI, Sections 1-5)

5. Jury Duty and Witness Leave

Jury duty leave will be granted to any employee who presents the official court summons to his/her immediate supervisor. There is no limit to the number of days employees can serve on a jury. Employees are allowed to retain the mileage fee paid for jury service but are required to pay the jury duty service fee to the District. Employees will receive full-pay while on jury duty leave provided that the court certification is filed with the District. Contact the Payroll Office (ext. 5141) for additional information or clarification. (CBA, Article X, Section 9)

6. Bereavement Leave

Employees are entitled to three (3) days of bereavement leave at full-pay per death of an immediate family member as defined in the CBA. If the bereavement leave requires one-way travel of five hundred (500) miles or more, then the employee shall be entitled to five (5) days of bereavement leave. Employees should contact their immediate supervisor in the event of a death of an immediate family member. An expected return date should be given at the time of the request for bereavement leave. (CBA, Article X, Section 8)

7. Industrial Accident or Illness Leave

Employees who are injured while performing their regular assignment during assigned work hours are entitled to industrial accident or illness leave of sixty (60) days per accident. Employees are compensated at their normal rate of pay. Injuries or illness must be reported to the Office of Human Resources as soon as possible in order for the employee to be eligible for compensation under the industrial accident or illness leave. Employees returning to work following an accident or illness may qualify for a temporary modified and alternative work assignment if they are unable to perform their regular assignment. The District may temporarily reassign the employee according to availability of a modified assignment and the employee's physical restrictions. Contact the Office of Human Resources (ext. 5164) for additional information or clarification. (CBA, Article X, Section 5 and 6)

8. Maternity Leave

Maternity leave must be requested in writing from your immediate supervisor and then forwarded to the Office of Human Resources. The request must be accompanied by a written statement from the attending physician stating the date of expected delivery and the date the maternity leave shall begin. The maternity leave request should be made as soon as the pregnancy is confirmed, but no later than the 5th month of pregnancy. In addition, a Request for Maternity Leave of Absence form must be completed and submitted to the Office of Human Resources (see Forms section of this handbook). The employee shall be granted maternity leave until the physician provides a written statement that the employee is able to return to work. Compensation during maternity leave can be made using the employee's sick leave at the employee's request and the physician's verification that the employee is unable to perform her regular duties. Contact the Office of Human Resources (ext. 5164) for additional information or clarification. (CBA, Article X, Section 5 and 7)

9. Catastrophic Illness/Injury Leave

To be eligible for catastrophic illness/injury leave, an employee must have an illness or injury that is expected to incapacitate them for an extended period of time (no fewer than thirty (30) days) and the employee must have used all of their paid leave of absences (ie: full-time sick leave, ½ time sick leave, vacation leave, etc.) A written request should be made by the employee or their representative and accompanied by written medical verification from the employee's physician. Approval of leaves is made by the Catastrophic Illness/Injury (CII) Committee and is subject to availability of sick leave in the catastrophic illness/injury leave bank. Not all requests are granted. Contact the Associate Dean of Health Services (ext. 5190) for additional information or clarification. (CBA, Article X, Section 5 and 13)

Employees wishing to donate to the catastrophic illness/injury leave account may do so through the Payroll Supervisor. A catastrophic illness/injury donation form must be completed and submitted to the Payroll Office (see the Forms section of this handbook). Donated sick leave is irrevocable and once donated is lost to the donor. Contact the Payroll Supervisor (ext. 5142) for additional information or clarification.

10. Personal Leave Without Pay

Personal leave without pay can be granted by the Board of Trustees for a period of time not to exceed 1 year. Employees on personal leave may not be employed elsewhere with another employer. Requests for personal leave should be made on the form provided in the Forms section of this handbook. The completed form should be given to your immediate supervisor and then forwarded to the Office of Human Resources. Contact the Office of Human Resources (ext. 3135) for additional information or clarification. (CBA, Article X, Section 5 and 19)

11. Child Care Leave

Child care Leaves should be requested in writing from your immediate supervisor and then forwarded to the Office of Human Resources. Child care leaves can be granted by the Board of Trustees for up to 2 years. Child care leaves are without pay. Contact the Office of Human Resources (ext. 5164) for additional information or clarification. (CBA, Article X, Section 11)

12. Family Medical Leave

Family medical leave should be requested in writing from your immediate supervisor and then forwarded to the Office of Human Resources. Family medical leaves can be granted by the Board of Trustees for up to 12 weeks. Eligible conditions for family medical leave is defined in the CBA (Section 12A, 12B and 12C). Sick leave and vacation leave may be used in conjunction with a family medical leave at the request of the employee. Family medical leave runs concurrent with any other paid or unpaid leave. Contact the Office of Human Resources (ext. 5164) for additional information or clarification. (CBA, Article X, Section 12)

13. Enhancement Study Leave

Employees with seven (7) or more years of service are eligible for enhancement study leave. Requests for enhancement study leave should be made in writing to your immediate supervisor. Leaves will be approved based on the operational needs of the employee's department. Once approved by your supervisor, it should be forwarded to the Office of Human Resources for approval by the Board of Trustees. Enhancement study leave is without pay. Contact the Office of Human Resources (ext. 3135) for additional information or clarification. (CBA, Article X, Section 20)

14. Military Leave

Active duty in military service as provided by federal statute shall be granted without pay. Reservists in military service can receive military leave with full pay while attending summer camp provided the District is presented the military orders for training no less than 2 weeks prior to the assignment. Contact the Office of Human Resources (ext. 5164) for additional information or clarification. (CBA, Article X, Section 10)

C. End of Leave Procedures

1. Return to Work Procedure

An employee who is absent because of illness or injury lasting ten (10) or more days is required to provide written approval from an attending physician. Written approval will also be required of any employee returning to work following surgery or an illness/injury requiring hospitalization or upon the request of the employee's immediate supervisor. Physical examinations by the District physician will be required of employees returning to work after an injury or illness lasting more than six (6) months. Contact the Office of Human Resources (ext. 5164) for additional information or clarification. (CBA, Article X, Section 14 and 15)

2. Unauthorized Leave/Abandonment of Employment

Employees are required to notify their supervisor within the first hour of the first day absent, unless conditions make notification impossible. Employees are also expected at the time of notification to give an expected return date. Failure to report an absence for 3 consecutive days can be considered abandonment of employment, and the employee could be subject to termination. Contact the Office of Human Resources (ext. 3135) for additional information or clarification. (CBA, Article X, Section 18)

3. Expiration of Extended Illness Leave

At the conclusion of all paid sick leave or unpaid leave, if an employee is unable to assume their regular duties they will be terminated and placed on a re-employment list for 39 months. Contact the Office of Human Resources (ext. 5164) for additional information or clarification. (CBA, Article X, Section 5)