

FACULTY LEAVE SUMMARY

A) Sick Leave

- A full time, 10 month full-load (15 FLCs) work schedule employee accrues *50 hours (10 days)* of sick leave per academic year in August. Hours will adjust for decrease workload. (AFT sec.11.1.1, 11.1.4)
- May earn an additional day for summer assignments of at least six-week length. (AFT sec.11.1.2)
- Sick leave *accumulates* from year to year *without limitation*.
- In accordance with Education Code Section 88202, sick leave balance may be *transferable* to and from the District within *one year of separation* from a community college district, office of a superintendent of schools, by completing the [request for transfer of accumulated illness leave form](#).
- Upon retirement, sick leave balance is *credited* for additional service.
- Sick leave can be used for *Employee Illness, Immediate Family Illness, and Personal Necessity*. There is a limit amount that can be used for immediate family illness and personal necessity. Please refer to your union contract.
- Absence are reported each month in *days* through [Academic Employee Absence Affidavit Form](#) available in the District Portal website, downloads tab, Human Resources folder.

B) Other

- There are 16 days of [negotiated paid holidays](#) per fiscal year.
- [Catastrophic leave program](#) allows employees to donate one sick leave day per fiscal year to an employee who has been diagnosis with a life threatening medical condition.
- Attending *Professional Development Program*, [AFT sec.13](#) is paid.
- *Other paid leaves* upon approval of the Board of Trustees, article 11.11.
- Approval of *other leaves* must be obtained in advance from the designated supervisor and will result in a reduction in salary of one day's pay for each full day of absence. (AFT sec.11.13)
- A full-time tenure-faculty is allowed to *bank units* per AFT sec.22.