

## **ADMINISTRATOR/SUPERVISORY LEAVE SUMMARY**

### **A) Sick Leave**

- A full time, 12 month per year, 37.5 hour employee accrues *90 hours (12 days)* of sick leave at the beginning of each fiscal year.
- Probationary employees are allowed to use *up to six (6) days* of sick leave.
- 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, please complete [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 employment handbook.
- Absences are reported each month in hours through [Administrative/Supervisory Employee Absence Affidavit Form](#) available in the District Portal website.

### **B) Vacation Leave**

- Administrators/Supervisors accumulate 2.25 days per month or 16.88 hours per month.
- Executives earn 2.50 days per month or 18.75 hours per month.
- *Vacation accrues* in hours at the *end of each month*.
- There is a *maximum of two years* of accumulated vacation hours.
- *Probationary employees are not allowed* to use *vacation leave accumulated*.
- Absences are reported each month in hours through [Administrative/Supervisory Employee Absence Affidavit Form](#) available in the District Portal website.
- Upon retirement/separation of employment, employees are paid for unused vacation leave hours.

### **C) 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.