

Leave Description for Administrator and Academic Supervisory Employees

Vacation Leave 6.1.1, 6.4 -CSEA

A full-time 12 month per year administrator earns 2.25 days or 16.88 hours at the end of each month.
The maximum accrual is 54 days or 405.12 hours.

Sick Leave 10.1 -CSEA

Classified employees working full-time 12 months per year accrue 12 days or 90 hours per fiscal year at the beginning of each fiscal year.

➤ **SICK LEAVE MAY BE USED FOR**

Employee Illness 10.1 -CSEA

Medical verification may be required to make proper determination of eligibility for paid leave of absence of illness or injury.

Immediate Family Illness 10.3 -CSEA

Maximum: Six (6) days per fiscal year in the event of a serious illness of an employee's eligible relative listed below

Eligible Relative: spouse, child, parent, grandparent, grandchild, son/daughter/mother/father-in-law, sibling, domestic partner, child parent-of-domestic partner, or any person who stood in place of a parent or relative living in the immediate household of employee

Personal Necessity 10.5 -CSEA

Maximum: Seven (7) days per fiscal year for the following reasons listed below.

Two (2) days can be used at the employee's discretion without prior approval

Reasons: Please select the following reason(s)

- Additional days beyond bereavement leave of three (3) days or five (5) days
- Accident involving employee's person or property or immediate family's person or property
- Appear in court or before administrative tribunal as a litigant or witness under subpoena
- Religious holidays other than legal holidays on the board-adopted calendar
- Imminent danger to employee's home from flood, fire or serious in nature, which under circumstance the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service.
- Such other reasons approved by the District.
- Day used at employee's discretion without prior approval

Bereavement Distant Family

An employee may use their **sick leave** for any relative not covered by the bereavement immediate family leave.

Maximum: Up to three (3) days for in-state travel or up to five (5) days for out-of-state travel per occurrence.

Relationship: _____ **in-state or out-state used:** _____

➤ **PAID LEAVE PROVIDED BY DISTRICT**

Bereavement Immediate Family 10.4 -CSEA

Maximum: Up to three (3) days for in-state travel or up to five (5) days for out-of-state travel per occurrence due to the death of an employee's eligible relative listed below.

Eligible Relative: spouse, domestic partner, child, child/parent-of-domestic partner, parent, sibling, grandchild, grandparent, aunt, uncle, mother/father/sister/brother/son/daughter-in-law, any person who stood in place of a parent or relative living in the immediate household of employee.

Relationship: _____ **in-state or out-state used:** _____

Court Appearance 10.8 -CSEA

Jury Duty Service (must provide proof of service) * There should be no payment for jury duty service provided to the employee.

* There is no minimum or maximum amount the District is required to pay an employee for jury duty service.

* An employee may keep mileage and/or parking reimbursement.

Workers Compensation Injury / Illness 10.2 -CSEA

I have reported the illness/injury to my supervisor and have signed all required forms.

Military Leave 10.7 -CSEA

An employee may be off work for any duration with order of service without pay. The first 30 days are with pay.

➤ **LEAVE WITHOUT PAY** 10.6 -CSEA

Any unpaid leave time will be deducted from employee's salary.