

Leave Description for Academic Employees

Sick Leave 11.1 -AFT

Full time 25 hours per week, 10 month academic employees accrue 10 days of sick leave per fiscal year at the beginning of each fiscal year.

➤ **SICK LEAVE MAY BE USED FOR**

Employee Illness 11.1 -AFT

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

Immediate Family Illness 11.3 -AFT

Employee is allowed to use their sick leave for an eligible relative listed below.

Eligible Relative: spouse, child, parent, grandparent, grandchild, son/daughter-in-law, mother/father-in-law, sibling, domestic partner, child/parent-of-domestic partner, or any person who has legally filled the role of a parent or relative living in the immediate household of the employee. Medical verification may be required to make proper determination of eligibility for paid leave of absence of Immediate Family Illness.

Personal Necessity 11.5 -AFT

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)

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

Bereavement Distant Family

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

Two (2) days per occurrence will be granted in the event of the death of a sister/brother-in-law.

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 11.4 -AFT

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, child, parent, grandparent, grandchild, son/daughter-in-law, mother/father-in-law, sibling, domestic partner, child/parent-of-domestic partner, or any person who has legally filled the role of a parent or relative living in the immediate household of the employee.

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

Jury Duty 11.8 -AFT

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 11.2 -AFT

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

Military Leave 11.7 -AFT

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** 11.11, 11.13 -AFT

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