

A unit member shall report an absence of any duration to his/her immediate supervisor, or supervisor's designee prior to or during the first working hour of the unit member's workday unless an emergency makes notification impossible.

Faculty shall be required to complete and submit for each separate pay reporting period the appropriate sick-leave form within five (5) working days of their return to work to the immediate supervisor.

Sick – Absence from duty because of illness, injury, medical or dental appointment, exposure to contagious disease, or disability due to pregnancy shall constitute proper uses of sick leave.

Family Necessity Leave – A maximum of forty-eight (48) hours of accrued, full-salary sick leave credit may be used in a calendar year. Proper uses of Family Necessity Leave are: absence from duty to care for the unit member's sick child, parent, spouse, or domestic partner (as confidentially certified through the District's Benefits Office).

Personal Necessity Leave - A maximum of seven (7) workdays of accumulated, full-salary sick leave credit per fiscal year may be used for any of the following:

1. Death or serious illness of a member of the immediate family as defined in Article 11.1. In the case of illness, there must be a need for the services of a physician and the immediate presence of the employee.
2. Accident involving the employee's person or property, or that of his/her immediate family (as defined in Article 11.1).
3. Appearance in court as a litigant, or as a witness under an official order.
4. Personal observances or events which are of such significance that to be absent from duty is a personal necessity.

Absences for personal necessity may be taken in increments of one (1) hour, and shall not be granted during a scheduled leave of absence.

Applications for personal necessity leave are to be submitted in writing to the site administrator five (5) working days in advance. In an emergency, (a personal event which an employee could not plan and had no control) applications for personal necessity may be made orally to the immediate supervisor and, upon return to duty, a completed application for benefits, prescribed and provided by the District, shall be filed.

Personal Business Leave with Pay - Faculty *may* be excused from duty with verbal or written permission from the supervisor for a period of not more than two (2) hours per month in increments of fifteen (15) minutes. If the supervisor denies the request, said denial is not grievable. Upon return from Personal Business leave, a faculty member must complete the required District form. Valid reasons for and conditions of personal business leave are limited to the following:

- a) Death or illness in immediate family (extension of bereavement leave).
- b) Extension of paternity/adoption leave in emergency cases.
- c) Unavoidable transportation delay.
- d) Private legal matters, including marriage and divorce.
- e) Attendance at college graduation ceremonies (immediate family).
- f) Participation in college graduation ceremonies.
- g) Attendance, as officer or delegate, at civil or fraternal conventions.
- h) Funeral attendance.
- i) Emergency child-care problems.
- j) Meeting spouse/domestic partner from or seeing him/her off to overseas duty.
- k) Attendance at wedding.
- l) Taking examinations.
- m) To serve as executor of a will.
- n) Medical appointments.
- o) Religious observances.
- p) Registering for classes.
- q) Attendance at child's individual parent-teacher consultation.

Bereavement Leave – Please refer to the CBA to determine leave available based on the relationship of the unit member to the deceased.

Adjunct/Overload accrue sick leave at the rate of .057 per hour worked. Contract accrue 8 hours per month of assignment.