

Short-Term Leave

Know Your Rights!

I need to miss a few days of school. What are my choices?

The contract provides members with a variety of short-term leave options, including the following:

- **Sick Leave** (Section 10.2) – Full-time employees accrue 10 full salary days a year, and there is no maximum number that can be used in a year. There is no limit on how many full salary sick days can be used in a year. Full-time employees can also use up to 100 half-salary sick days, after they have used up all of their full salary sick days, for a combined total of 110 sick days in one year.
- **Personal Necessity Leave** (Section 10.3) – A member can convert up to eight full salary sick days to use as personal necessity leave, under one of the nine categories listed in the contract. A new right negotiated in 2015 is the ability to use up to five days of sick leave converted to Personal Necessity Leave for the purpose of a Personal/Family Responsibility.
- **Personal Business Absence** (Section 10.4) – A member could utilize three types of leave under this section: two-hour leave, that is not charged to sick leave; three days used at the members discretion, that is charged to your sick leave bank; and a one month, unpaid leave.
- **Paternity and Adoption Leave** (Section 10.5) – Members get one day off for fathers/spouses/partners upon the birth or adoption of his/her child. Newly expanded rights from 2015 now allow for the ability to utilize up to 10 sick days for paternity/adoption leave.
- **Vacation Leave** (Section 10.14) – Teachers working in Child Development Centers accrue this leave.
- **Bereavement Leave** (Section 10.15) – This leave is not charged to a member's sick leave bank, and allows for a total of five paid days off for each death occurring in the member's or their spouse's/partner's immediate family (as defined in Section 10.16).
- **Family Care Leave** (Section 10.19) – This is unpaid leave, but maintains a member's benefits. It can be intermittent, and is for the purpose of childbirth/adoption, care of an ailing family member, or for the member's own serious health condition. See SDEA's Know Your Rights flier on this leave for more information.
- **Family School Partnership Act Leave** (Section 10.20) – This leave is used to participate in activities of a school where a member's child is attending. Up to 40 hours a year, and eight hours a month can be used, but it must be used as either personal necessity or personal business leave, vacation (for Child Development Center Teachers), or time off without pay.
- **Jury Duty** (Section 10.21) – Jury duty is paid leave, not credited from a member's sick leave bank. Members have the option to defer jury service to intersession periods, and can get paid extra (75% of the day-to-day visiting teacher rate) for such a deferment.

Applying for Sick Leave

Employees must submit a doctor's note for sick leave longer than five days, and may be required to submit a note for any duration less than five days. Leave application cards must be submitted within 10 days after returning to duty from sick leave, or after the termination of a period of disability.

How do I know which leave to take?

Read the contract to determine what leaves you are eligible to take. Sometimes, you may be able to use more than one. Answer the following questions to determine what option is the best for you:

- **What leave am I eligible for?** – Reviewing Article 10 will help you learn what your options are.
- **Which are paid, and which are unpaid?** – Use paid leaves first, if possible
- **Am I eligible for leave that is not charged to my sick leave bank?** – Jury, Bereavement, Paternity/Adoption, and two hour Personal Business leave are not deducted from your sick leave
- **Among leaves charged to sick leave, which is the most restrictive?** – Always use a more restricted leave first, like Personal Necessity Leave (used only for designated circumstances) before Personal Business Leave (can be used for any purpose)
- **Are there unpaid leaves I can take?** – Using Family Care Leave or an unpaid, up to a month-long Personal Business Leave will maintain your benefits

Sources: Collective Negotiations Contract, July 1, 2014– June 30, 2017 (Sections 10.2, 10.3, 10.4, 10.5, 10.14, 10.15, 10.19, 10.20, 10.21)

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