

KNOW YOUR RIGHTS!

Personal Leave



2 TYPES OF PERSONAL LEAVE

1. Personal Necessity: Paid leave the can be used at our discretion and with no approval required.
2. Personal Business: Used only with approval. Both paid and unpaid types.

PERSONAL NECESSITY LEAVE

Up to 11 days per year

In 2018 union members won an increase in the days that can be used for personal leave. Before, we could only use 3 days of accumulated full-salary sick leave for personal leave in a school year, but now we can use up to 11 days.

No black out days

There used to be restrictions on when personal leave days could be used, like not before holidays or school vacations. But in 2018 union members

won a contract that lifted all restrictions on when personal necessity leave days can be used. Now our contract says personal necessity leave days can be used at our discretion, so that means you decide when to use them.

Used at our discretion

Our union contract says personal necessity leave can be used at our discretion, so that means each member decides for themselves what to use them for. You don't have to disclose how you're using it.

Personal necessity is paid leave

Personal necessity leave is drawn from our sick leave balance, so it's a paid leave.

PERSONAL BUSINESS ABSENCE

The most common type of personal business absence is the 2-hour type. You can read more about the less common 1-month personal business absence in section 10.4.2 of our SDEA contract.

2-hour personal business absence

This allows for you to be excused

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from duty for up to 2-hours in a day without losing pay. It's not drawn from your sick leave.

While 2-hour personal business absence *does* require supervisor approval, there is no limit to the number of times a supervisor can approve such absence.

A supervisor cannot make blanket denials or rules about 2-hour personal business absence. Examples of rules that violate our contract rights include:

- "I'm not approving 2-hour personal business absence for anyone."
- "I'll only approve 2-hour personal business absence twice a year per person."

What should we do if our rights aren't respected?

Talk with the AR (Association Representative) at your worksite, share this flyer and read the applicable contract sections. A good first step is to have a union meeting to find out who else might be affected, what the solution is, and make a plan of action for solving the problem together. The next step might be a grievance meeting with the supervisor.

SOURCE: [SDEA Contract](#), sections 10.3 and 10.4

SDEA
San Diego Education Association