Article 17: LEAVES

(*4/17/24, MF*)

There are many types of paid and unpaid leaves. Some of them are paid from sick leave, even if you were not sick. Some leaves can run concurrently, and it can be confusing. Lety Sazo in HR can help figure out your best options.

APPLYING FOR LEAVES

There are two main forms, and it can be hard to figure out which one to use. You can find both on HR's Leaves Forms page. Both forms are intended for you to fill out and then submit to your department. HR has been inconsistent about which form they require in which situation; what follows could change.

- For just one day, or any absence where the number of days is less than the number of days per week in your assignment, use the "Faculty Absence Report form". You usually do not need a doctor's note, although the District can demand a note if they have a reason to think you're lying.
- For a longer absence, fill out the "Faculty Application for Leave Allowance", aka "Faculty Leave Request Form". If you are taking any kind of medical leave, you will also need to submit a doctor's certification.
- If medical certification is required, you can use a CCSF form or your doctor can use their own form. If it takes time to get it, just go ahead and submit the leave allowance form to HR first, and let them know you're working on getting a doctor's note.

SICK LEAVE (17.C)

See Sick Leave

OTHER TYPES OF LEAVES

Below is a list of the main types. HR links and forms change frequently. Please let AFT 2121 know if this is out of date.

FACULTY LEAVES, ARTICLE 17

Paid Leaves, General	Limit	Days counted using instructional days
	Ongoing status	Time on paid leave generally counts as time in service for rights and benefits. (17.A.3 and 17.A.5)
Unpaid Leaves, General (see below for specifics for FT & PT)	Benefits	Can arrange with the District Business office to continue benefits by paying monthly employee and employer costs. (17.A.3)
	Ongoing status	Sick leave is NOT lost while on unpaid leave, but you also don't accrue more sick leave (17.C.1.5). If leave is BOT approved full semester or year, and the purpose is a nationally recognized fellowship (such as Fulbright), continuity of service for salary increments is not broken. (17.B.4).
17.B.1 Unpaid Leave: FT	Limit	20 assigned days within one year with Chancellor approval. Up to one year with Chancellor recommendation and BOT approval. Can be extended with Chancellor and BOT approval.
	Documentation / Approval	Chancellor/Board of Trustees
17.B.2 Unpaid Leave: PT	Who is eligible	PT, and most recent evaluation was satisfactory
	Limit	Up to one semester with Chancellor recommendation and BOT approval. Can be extended with Chancellor and BOT approval.
	Documentation / Approval	Chancellor/Board of Trustees
	Ongoing status	PT faculty whose last eval was satisfactory retain re-employment rights under 13-1 for up to 2 semesters (17.B.2.1.1). Must submit a preference form in order to be eligible for subsequent assignment. (17.B.2.3)
17.C Sick Leave: Paid	Who is eligible	All
	Limit	▪ Paid sick leave can be used until all accrued leave has run out. ▪ FT sick leave is supposed to be front-loaded at the beginning of the year. ▪ Cannot be used for FT overload during the semester, but can be used during summer.
	Documentation / Approval	▪ One day leave: No medical proof required. ▪ Longer than one day may require "Medical Certification", depending on assignment. See chart, 17.B.6.1
	How to apply	CCSF leaves forms
	More info	AFT 2121 Sick Leave page

17.C Sick Leave: Unpaid	Who is eligible	All
	Purpose	When faculty is sick but have exhausted all paid leave options
	Limit	Depends on circumstances. After one semester, District may engage in "disability interactive process". District has the option to move towards medical separation, will look at fitness for duty etc.
	Documentation / Approval	Same as paid sick leave
	How to apply	CCSF leaves forms
	Ongoing status	▪ While on unpaid status, District does NOT pay benefits, unless the leave is covered by FMLA. **See "all unpaid leaves", above.** ▪ Have the right to return to work when medical issues allow, unless the District imposes medical separation.
	More info	AFT 2121 Sick Leave page
17.D Partially Paid Sick Leave aka "A Days"	Who is eligible	FT
	Purpose	Sick leave is exhausted
	Paid?	Paid by District, 50% of salary
	Limit	▪ 100 work days per academic year (at 50%) ▪ Can run concurrently with VSLB.
	Documentation / Approval	Same as paid sick leave
	How to apply	This leave is supposed to be granted automatically. But in some cases, the District has claimed that faculty need to apply for it. If you have any trouble with this, contact your chair, precinct rep, or grievance officer.
17.E Voluntary Sick Leave Bank (VSLB)	Who is eligible	All VSLB members, except retirees returned to work.
	Purpose	Only for catastrophic or life-threatening conditions (17.E.1.2.3)
	Paid?	Out of VSLB pool.
	Limit	▪ FT: Up to 100 days per academic year at 50%, can be concurrent with Partially Paid Sick Leave. ▪ PT: Up to 100 days at regular pay rate, for one semester only. ▪ Everyone: No more than two occasions per individual. ▪ limits can be extended by VSLB Board in some circumstances (17.B.1.3.3 and 17.B.1.3.4)
	Documentation / Approval	VSLB Committee recommends and BOT approves. Certification from a health care provider is always required.
	How to apply	To get the application, contact Lety Sazo in HR, or the "HR Leaves Unit". You will need to submit the form in a sealed envelope to HR, with certification from a health care provider.
	More info	AFT 2121 VSLB page

17.F Personal Emergency/ Necessity Leave	Who is eligible	All
	Purpose	Emergencies such as death or illness of family, and personal business "of a compelling nature" such as religious holidays and court appearances.
	Paid?	Yes, deducted from Sick Leave
	Limit	▪ Up to 6 days total, if sick leave is available to cover it. ▪ Limit on consecutive days depends on assignment. See chart 17.F.3
	Documentation / Approval	▪ Prior notice **not** required for serious illness or death of family member, or property. (17.F.1.1) ▪ Prior approval **is** required for court appearance, religious observations, and "personal business of a compelling nature." (17.F.1.1.2)
	How to apply	Faculty Absence Report
17.G Pregnancy Disability Leave	Who is eligible	All
	Purpose	For disability caused by pregnancy, miscarriage, childbirth, or recovery. Not childcare.
	Pay & Limits	First 6 weeks District-paid, then can take 6 more weeks paid from sick leave (FMLA) , and then 6 more weeks paid out of sick leave under CA law. That can include child bonding. After 18 weeks total, child bonding is unpaid. But can still be paid out of sick leave if it's truly a medical issue with doctor's verification, just like any sick leave.
	Documentation / Approval	Within 6 weeks post-delivery: Physician's statement about expected date to return to work.
	How to apply	Faculty Application for Leave Allowance
17.H Family Medical Leave (FMLA)	Who is eligible	FT, employed at least 52 weeks, and working more than 67% during past year.
	Purpose	Birth of child, adoption or foster placement, care of newborn, care of ill family member, serious health condition of employee, family member called up to active military duty. (Defined 17.H.3) Spouses only included if they're legally defined partners.
	Paid?	▪ Yes, deducted from sick leave. ▪ FMLA can also be used to approve unpaid leave when sick leave has run out.
	Limit	▪ Up to 12 weeks in 12-month period for most purposes. (17.H.4.1) ▪ Up to 26 weeks to care for family member injured in military service (17.H.4.2) ▪ Can be continuous or intermittent, can use to reduce workload. (17.H.4.3)
	Documentation / Approval	▪ Health care provider or military duty orders. ▪ District can require a second or third opinion at District expense (17.H.6.8). ▪ Clearance from a health provider to allow return to work may also be required. ▪ Same requirements for documentation of sick leave apply.
	How to apply	▪ Faculty Application for Leave Allowance ▪ Must give "reasonable" advance notice when possible, generally 30 days. District may deny leave if reasonable notice is not given. ▪ The medical certification form is at the bottom of this page: https://www.ccsf.edu/about-ccsf/administration/human-resources/leaves-forms

	Ongoing status	▪ FMLA is not a break in service. ▪ All medical benefits continue as long as FMLA is paid from sick leave. ▪ With unpaid FMLA, faculty can arrange to continue benefits by paying employer and employee portion. ▪ If faculty does not return to work after leave, they must repay premiums paid by District during leave, with exceptions. (Details 17.H.5.4)
17.I Industrial Accident and Illness Leave (work-related)	Who is eligible	All
	Purpose	Work-related accident or illness
	Paid?	District paid -- makes up any portion of salary not paid by Workers Comp award
	Limit	▪ Up to 60 work days in one fiscal year. ▪ After 60 days, may use sick leave to make up the difference between Workers Comp Award and regular salary.
	How to apply	Faculty Application for Leave Allowance Also apply for Worker's Compensation: https://citycollegesf.sharepoint.com/sites/RiskSafetyServices/SitePages/Workers-Compensation.aspx
17.J Bereavement Leave	Who is eligible	All
	Purpose	Death of immediate family member
	Paid?	District-paid
	Limit	Generally up to 3 days. Up to 5 days if out-of-state travel required. Limit on continuous days depends on assignment. See chart 17.J.1.1
	How to apply	Faculty Application for Leave Allowance
17.K Jury Duty/ Witness Leave	Who is eligible	All
	Purpose	Serving on a jury or as a witness in court. Can be used for absence from evening assignment when court service was during the day.
	Paid?	District-paid. But faculty who receive pay for court service, other than transportation or food allowance, must reimburse District for that amount.
	Documentation / Approval	Before absence or ASAP, verification from court to chair or supervisor, who shall provide correct form. After absence, Jury Duty/Witness Leave Request for Compensation to payroll.
	How to apply	Faculty Absence Report
17.L Sabbatical	Who is eligible	FT, tenured, completed 12 semesters of FT tenured or tenure-track service at CCSF.
	Purpose	Study, research, travel, professional development
	Paid?	District-paid: -- Full pay for 1-semester -- 60% pay for one-year -- 60% pay for split

	Limit	No more than once per 7 years per individual. (Details 17.L.2) Up to 4% of total FT faculty may be on sabbatical at once. If more than that apply, criteria listed in 17.L.3.2
	Documentation / Approval	Office of Instruction
	How to apply	Apply by 2nd Thursday in September for following year. CCSF info page with application form: https://citycollegesf.sharepoint.com/sites/OfficeofInstruction/SitePages/Sabbatical-Leaves.aspx
	Ongoing status	On returning from Sabbatical, faculty must submit report to HR. Chancellor or designee will approve or reject report. (17.L.7). Must serve two years at 100% load after one-year sabbatical or 1 year after semester-long sabbatical. Exceptions allowed with approval of VC. (17.L.8)
17.M Professional Growth Leave	Who is eligible	All
	Purpose	Professional growth when "beneficial to the District"
	Paid?	Sometimes. ("with or without pay, travel or other expenses, or fees")
	Documentation / Approval	Chancellor or designee
	How to apply	Faculty Application for Leave Allowance
17.N Partial Load Leave aka Partial Load Reduction	Who is eligible	FT, tenured or tenure-track only. Not FT categorical.
	Purpose	Load reduction
	Paid?	No. Pay is pro-rated for load
	Documentation / Approval	"By mutual agreement between the employee and management"
	How to apply	Faculty Application for Leave Allowance
	Ongoing status	Steps continue as normal if load is at least 75% (20.C.1).
17.O Pre-Retirement Workload Reduction aka Willie Brown	Who is eligible	FT and at least 55 years old, has been CCSF faculty for 10 years, most recent 5 years must be FT with no break in service (17.O.3)
	Purpose	Load reduction with retirement credited as if working 100%. Can be 50% for the whole year or a semester at 100% and a semester at 0%. Minimum workload is 50% each year.
	Paid?	No. Pay is pro-rated for load
	Limit	Max 10 years -- retirement is mandatory at the end of 10 years.
	Documentation / Approval	Chancellor / Board of Trustees
	How to apply	▪ Contact HR to apply. ▪ Apply by March 31 for load reduction in Fall. ▪ Form at the bottom of this page: https://www.ccsf.edu/about-ccsf/administration/human-resources/forms
	Ongoing status	Retain all rights and benefits (17.O.6). Retirement credit as if working 100% load (17.O.7).

17.P Military Service Leave	Who is eligible	All
	Purpose	Military service
	Limit	According to deployment orders.
	Documentation / Approval	Military orders / BOT
	How to apply	Faculty Application for Leave Allowance
17.Q Exchange Leave	Who is eligible	FT tenured, served 2 years at 100% load immediately prior to exchange.
	Purpose	Cross-training to another school anywhere in the world.
	Paid?	No payment for transportation, living expenses, or personal expenses.
	Limit	One semester or one academic year. Can be extended one more year by mutual agreement
	Documentation / Approval	Board of Trustees
	Ongoing status	CCSF contribution to benefits continues unchanged
17.R Legislative Leave	Who is eligible	FT tenured
	Purpose	Load reduction or full leave when faculty member is holding elected office.
	Paid?	No. Pay is pro-rated for load
	Limit	Must resume CCSF duties within 6 months after term of office ends.
	Ongoing status	Reinstated in previous position when term of office is over.
17.S Post-Retirement Consultancy Contracts	Purpose	Incentive for early retirement. Faculty retires but makes contract to work.
	Paid?	Paid work, salary status same as retirees returned to work PT.
	Limit	Up to 5 years, until age 65. 6-month STRS restriction applies.
	How to apply	Contract developed and signed by "mutual consent of employee and District". Contract can be revoked by employee.
	Ongoing status	While teaching, treated as any FT faculty for assignment. Medical benefits continue.