# SICK LEAVE (Article 17.C)

*Updated 4/17/2024, MF*

**ACCRUING SICK LEAVE**

Faculty working full-time in credit instruction accrue 10 days per academic year.

-- Use sick leave in day and half-day blocks.
-- Supposed to be front-loaded at the beginning of the academic year.

Faculty working full-time in non-credit, counseling, and library accrue and use sick leave in hours. (Library isn't mentioned in the contract, but it's treated same as counseling.) -- Non-credit instruction: 5 hours per day @10 days per year = 50 hours

-- Counseling & Library: 6 hours per day @ 10 days per year = 60 hours
-- Non-instructional: 7 hours per day @ 10 days per year = 70 hours

Faculty working part-time

-- Earn 0.057 x semester hours. It's confusing, because it was written assuming that all PBL assignments are instructional and all hourly assignments are non-instructional.
-- It works out to roughly the number of hours per week: If I work 15 hours per week, I get just short of 15 hours per semester as sick leave.
-- It's supposed to be front-loaded at the beginning of the semester for PBL assignments.

**USING SICK LEAVE**

If you are out sick for six or more days, or if you are out for more days in a row than the number of days per week in your assignment, they may require a doctor's note. (17.C.6.1). Shorter absences do not normally require a doctor's note. However, the District can demand a note if they have a reason to doubt that you're actually sick.

You must request sick leave. Don't assume your department will take care of it for you. (In an emergency, just tell your chair and worry about the paperwork later. But in most circumstances, you must fill out the forms.)

There are two forms for sick leave. You can find both forms 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 that the number of days per week in your assignment, use the "**Faculty Absence Report form**". You should not need a doctor's note.
-- For a longer absence, fill out the "**Faculty Application for Leave Allowance**", aka "Faculty Leave Request Form". You may also need to submit a doctor's certification. If it takes time to get that, just go ahead and submit the form immediately and let them know you're working on getting a doctor's note.

**YOUR SICK LEAVE INFORMATION**

There is now a readable sick leave record in Web4. Log in to Web4 and go to "Employee Dashboard". At the top is a section called "Leave Balance Information". Click the link on the far right that says "Full Leave Balance Information". That takes you to a page that lists totals of each different kind of leave. Click on the underlined name of the type of leave, and you'll see what you earned and what you used each semester.

You'll see sick leave divided into different pots, depending on how you earned it. FT, PT, grant funded, etc, all display separately. That's an administrative distinction that we don't have to worry about. We can use sick leave in any pot; only the total matters to us.

**SICK LEAVE AND FULL-TIME OVERLOAD**

Faculty working full-time do not accrue sick leave for overload and cannot use sick leave for overload during Fall and Spring semesters. However, they **CAN** use sick leave for summer.

If you miss an overload day, there is no sick leave available. Pay is docked. To figure out the rate:

-- Take the **PT annual** rate at the correct **FT overload** step and column (but only up to step 3). See our faculty payscales.

-- Divide by the number of hours for that type of assignment in a year. You can find semester hours in the last column of this chart; multiply semester hours by 2 to get yearly hours.

-- Here's an example:

Vivien was out sick from a 75% lab class.
Her overload rate is F+15, step 3.
Annual PT pay at F+15, step 3, is $63,562.60
There are 350 hours per semester in a 75% lab class, so 700 hours in a year.
Divide $63,562.60 by 700 = $90.93 per hour.

**WHAT IF I RUN OUT OF SICK LEAVE? ARE THERE OTHER KINDS OF LEAVE?**

If you only need a few more days or hours, you can often take it from what you are about to accrue. Faculty working full-time can use leave you will earn later that academic year (17.C.3) and those working part-time can take leave that you will earn later that same semester (17.C.3.1).

There are many types of paid and unpaid leaves. Some of them are paid from sick leave, even if you were not sick. Here's a summary of them all. See Article 17 for more detail, and keep reading for some highlights.

Other paid leave options:
– You may be eligible for VSLB if you have a catastrophic illness or injury.
– If you are FT, you are automatically eligible for up to 100 days of Partially Paid sick leave, aka "A days".

Unpaid leave: You can also continue on unpaid leave. It's important to make that leave official through HR to maintain your rights as faculty, and to fill out a preference form for the following semester.

**WHEN YOU ARE NOT LONGER WORKING AT CCSF**

If you retire from CCSF, and you are in the STRS DB plan, unused sick leave buys service credit in the plan. CCSF should submit an "Express Benefit Form" to STRS showing your unused sick leave. You shouldn't have to do anything to make this happen, but we've seen it can take a few months on occasion.

If you are in the STRS CB plan or in Social Security, there is no service credit to buy. You lose your unused sick leave when you retire.

If you leave CCSF and you're working at another school, you can transfer unused sick leave to your new school as long as they use same retirement plan as CCSF. It does not need to be a Community College; only the plan matters. It's important to do this: STRS will only accept unused sick leave reports from employers you worked for in the last year you had creditable contributions. If you want that leave to count later, transfer it over.

If you leave CCSF and you're working somewhere that doesn't contribute to the same STRS plan, you can't transfer your leave over. The leave can stay on the record at CCSF. Later, when you retire, CCSF won't know that you have retired, so they won't submit the form to STRS. Contact CCSF Human Resources and ask them to submit it.