



San Francisco Community College District Classified Leave Allowance

TO BE COMPLETED BY EMPLOYEE

Name:	Classification:
Date(s) of Absence:	Hours:

Reason for Absence: Please identify all that apply

Sick Leave

Employee's own illness, not work related [defined as an illness which incapacitates the employee from performing duties of job; or to attend a medical or dental appointment.]

To attend to an ill child, spouse, domestic partner or parent

Please note that sick leave usage in excess of five consecutive working days requires a certification from a health care provider of the illness and inability to perform.

Work related injury

Bereavement

Jury duty

Other – explain:

Witness /other personal court related leave

Military duty

I certify that my time off is for the reason(s) I have identified herein and consistent with the policies and procedures of the District.

Employee Signature	Date
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() Physician's Certificate enclosed for absences in excess of 5 consecutive working days. Certified and approved under the rules of the San Francisco Community College district.

Supervisor/Department Head Signature

Date

6/26/11

- (a) Employees who have served under appointment to a position continuously for at least six months shall be entitled to sick leave with full pay during the occupancy of such position. Sick leave with pay when not used shall be accumulative but the accumulated unused period of sick leave shall not exceed the equivalent of 6 months which is 130 working days (1040 Hours).
- (b) When said maximum accumulation has been reached, and thereafter any part of said maximum has been used, the used part of said maximum may again be replenished according to the schedule in CSC section 22.02 Sick leaves with pay shall be earned and deducted at the minimum rate in units of ¼ hour.
- (c) Temporary and permanent employees on leave of absence because of quarantine shall be shown as ill for the period of such quarantine.
- (d) **Article 11 (SEIU 1021)**

2. Bereavement Leave

2.1 Bereavement leave pursuant to Civil Service Rule 120.7.3 shall not be charged against sick leave in connection with absence because of the death of the employee's spouse/domestic partner, parents, step parents, grandparents, grandchildren, parents-in-law, sibling, sister-in-law or brother-in-law, child, step child, adopted child, daughter-in-law or son-in-law, a child for whom the employee has parenting responsibilities, aunt or uncle, niece or nephew, legal guardian, or any person who is permanently residing in the household of the employee. For the purposes of bereavement leave, relatives of a domestic partner shall be treated the same as those of a spouse. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death. Additional days may be charged against paid time off or unpaid leave at the employee's discretion. Any such requests shall not be unreasonably denied.

2.2 Bereavement leave pursuant to Civil Service Rule 120.7.3 shall be charged against sick leave in connection with absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect.

- (e) Temporary and permanent employees who are absent from duty because of disability arising out of and in the course of their employment shall be governed by the provisions of the Worker's Compensation Insurance and Safety Act of State of California. The salary paid by the San Francisco Community College District while on Compensation is a charge against sick leave.
- (f) No Sick leave exceeding 5 days shall be granted to any persons unless there is presented by the person asking for said sick leave a physician's certified stating the necessity for said sick leave; a statement from an accredited Christian Science Practitioner may be accepted in lieu of a physician's certificated covering illness. A dentist may sign in the case of oral surgery. The certificate required after 5 days illness shall be made on such forms as the Civil Service Commission may provide. These forms may be obtained from the District Business Office and must be filed with the District Business Office no later than the day the time-roll for the period is sent to the office.
- (g) Application for sick leave shall be filed with the District Business Office immediately upon return from said absence. Pay warrants will be withheld from employees who fail to submit leave forms as required by this section.
- (h) Sick leave with pay is a privilege recognized by Charter and by Ordinance of the Board of Supervisors and shall be requested and granted only in cases of absence necessitated because of illness which incapacitated the employee for the performance of his/her duties or as defined in Section 22 of the Civil Service Commission Rules.
- (i) Sick leave with pay will be granted for absence due to pregnancy or convalescent period following childbirth; provided that the length of the leave of absence, including the date on which the leave shall commence and the date which the employee shall assume duties, shall be determined by the employee and the employee's physician.