



SAN FRANCISCO COMMUNITY COLLEGE DISTRICT APPLICATION FOR SICK LEAVE ALLOWANCE

CLASSIFIED EMPLOYEES

_____ Date of Filing

San Francisco Community College District
C/o Payroll Office
33 Gough Street
San Francisco, California

District Payroll Office:

I request that I be given the salary allowance due to me under the rules of the Civil Service Commission as they apply to the San Francisco Community College District, as defined on the next page of this application.

I was absent _____
DATE OF ABSENCE

From _____
DEPARTMENT

Due to () ILLNESS
Due to () DEATH OF _____

Name of Employee

Signature of Employee

Classification

() 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

Title

- (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 unities of one 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) Absence because of the death of an employee's parents, step parents, grandparents, parents –in-law, sibling, child step child, adopted child, legal guardian or any person who is permanently residing in the household of the employee. 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 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.
- (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.
- (j) All bereavement leaves as defined in (d) above shall be charged against the accumulated unused sick leave balance.

