

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
APPLICATION FOR SICK LEAVE ALLOWANCE  
CERTIFICATED EMPLOYEES**

**TO THE: CERTIFICATED PAYROLL DIVISION  
33 GOUGH STREET  
SAN FRANCISCO, CALIFORNIA 94103**

Today's Date: \_\_\_\_\_

I hereby certify that I was absent on \_\_\_\_\_

From \_\_\_\_\_ School, for reasons as listed below:

- ILLNESS**
- INDUSTRIAL INJURY**
- PERSONAL EMERGENCY** – Employee's statement is attached.
- DEATH of** \_\_\_\_\_ Relationship

I am requesting that I be given salary allowance due me under the rules of the San Francisco Community College District and the California Education Code.

Doctor's Certificate is required for periods beyond five days. The Doctor's Certificate should be forwarded directly to the Certificated Payroll Division.

(Doctor's Certificate must be specific as to the nature of the illness.)

\_\_\_\_\_  
Signature of Employee

**ADMINISTRATOR'S CERTIFICATE**

I hereby certify that \_\_\_\_\_ was absent on days as designated above  
(Print Name)

and that such absence was due to:

- ILLNESS**
- INDUSTRIAL INJURY** – Form 2, Employer's Report of Industrial Injury \_\_\_\_\_ or First Aid Report \_\_\_\_\_ (check one); has been sent to Certificated Payroll Division, 33 Gough Street.
- PERSONAL EMERGENCY** – Employee's statement is attached.
- DEATH of** \_\_\_\_\_ Relationship

\_\_\_\_\_  
Signature of Administrator of Department Head

\_\_\_\_\_  
City College/Center

**NOTE**

In order for an employee to receive salary allowance for periods beyond five days a Doctor's Certificate is required in addition to above certificate. All above certificated must be submitted at the time or before the time rolls are filed in the Certificated Payroll Division each month.

(Sick Leave allowance not granted for travel, rest, or maternity)

**LIST NAME(S) OF SUBSTITUTE TEACHER(S)**

**DATES SERVED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ABSENCE DUE TO ILLNESS**

**SECTION 13467 – CALIFORNIA EDUCATION CODE:** When a person employed in a position requiring certification qualifications is absent from his duties on account of illness or accident for a period of five school months or less, whether or not the absence arises out of or in the course of the employment of the employee. The amount deducted from the salary due him for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill his position during his absence....

**SECTION 13468 -** Every person employed by a school District in a position requiring certification qualifications shall be entitled to 10 days leave of absence for illness or injury and such additional days in addition thereto as the governing board may allow for illness or injury, exclusive of all days he is not required to render service to the district, with full pay for a school year of service. If such employee does not take the full amount of leave allowed in any school year under this section the amount not taken shall be accumulated from year to year with such additional days as the governing board may allow.

### **RULES AND REGULATIONS OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

No allowance of salary shall be made for absence not provided for directly by the Education Code or the rules of the San Francisco Community College District.

In all cases of illness of teachers, not exceeding five days, coming within the provisions of Section 13467 and 13468 of the Education Code, the Administrator, Director, or Supervisor may certify as to the illness of the teacher.

In all cases of the illness or accident exceeding five consecutive school days, coming within the provisions of Section 13467 and 13468 of the Education Code, there shall be filed with the Certificated Payroll Division, a signed certificate from a reputable physician or dentist stating specifically the nature and seriousness of the illness or accident. Should absence continue in excess of one month an additional certificate must be filed each succeeding month. If the employee is a member of a well recognized church or denomination which authorizes evidence of treatment and the need therefore by means other than that of a physician or dentist, then such other evidence shall be accepted in lieu of a physician's or dentist certificate.

Illness is defined as a disease or ailment of such a character as to affect the general soundness and healthfulness of the system seriously, and not a mere temporary indisposition which does not tend to undermine or weaken the constitution of the applicant.

No person guilty of misconduct resulting in illness, shall be entitled to the benefits of Section 13467 or 13468 of the Education Code.

Involuntary quarantine of certified employees shall be treated in the same way as illness of the person himself.

In the case of the absence of any Certificated employee due to illness, such absence must be reported to the San Francisco Community College District, Certificated Payroll Division, and a substitute must be requested, unless exception is made in accordance with San Francisco Community College District rules and regulations.

### **ABSENCE DUE TO INDUSTRIAL INJURY**

Four copies of Form 2 "Employer's Report of Industrial Injury" must be filled out, signed by the administrator or department head and processed in accordance with San Francisco Community College District rules and regulations. Any employee injured in the performance of duty MUST report to the Franciscan Treatment Room, 1150 Bush. If emergency treatment is required the injured person should report to one of the city's emergency hospitals first, and then to the Franciscan Treatment Room, 1150 Bush. If injury is slight and only necessitates first aid, one copy of First Aid Report must be forwarded in place of Form 2.

**SECTION 13469.1 – CALIFORNIA EDUCATION CODE** provides that when a person employed in a position requiring certification qualifications is absent from his duties on account of an industrial accident or illness, he shall be paid such portion of the salary due him for any month in which the absence occurs as, when added to his temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him of not more than his full salary. It further provides that during any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement and other authorized contribution.

### **ABSENCE DUE TO PERSONAL NECESSITY**

**SECTION 13468.5 – CALIFORNIA EDUCATION CODE** provides that an employee at his election, may use any days of leave of absence provided under sick leave as authorized Section 13468; not in excess of six (6) days in any school year, in cases of personal necessity. The 6 days allowed in the school year may not exceed the number of full pay days of illness or injury leave to which the employee is entitled. Payment for such absence shall be made only upon the employee's written statement requesting that the absence be charged against his sick leave and that the absence was due to personal necessity, indicating specifically the nature of such necessity. The administrator or department head shall verify the facts to the best of his ability and shall forward the same to the Administrative Director, Certificated Services, for approval if he deems the request justified as personal necessity within the intent of the statute. The employee shall not be required to secure advance permission for leave taken for any of the following reasons:

- (a) Death or serious illness of a member of his immediate family
- (b) Accident, involving his person or property, or the person or property of a member of his immediate family.

### **ABSENCE DUE TO RELATIVE'S DEATH**

Certificated employees may absent themselves for three consecutive school days without loss of salary in the case of death in the immediate family. Immediate family shall include the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative in the immediate household of the employee. Where the funeral in connection with the death necessitates travel, additional time, not to exceed two days may be granted. Travel time allowance must be authorized by the Administrative Director, Certificated Services.