



KNOW YOUR CONTRACT

LEAVES

Sick Leave is granted at a rate of 1 full day per month a full-time employee works. Therefore, a **full-time employee earns 10 days of sick leave per year**. All amounts of leave are issued on a pro-rata basis for part-time employees (for example, if a full-time employee earns 10 days of sick leave per year, a teacher on 4/5 assignment earns 8 days, etc.) This leave is accumulated year-to-year and can be carried with you to other districts within California. If you have not used all your leave at the time you retire with STRS, it will be converted into service credit to increase your retirement benefit.

Beginning in 13-14, the district converted sick leave from days into hours at the rate of 7.5 hours per day. This was to accommodate for accuracy in reporting of partial day absences and for part-time employees. Part-time employees should never be “charged” more than their percent of full-time for a day of absence.

As of 17-18, SDTA members may use up to 20 days (or as many as have been accumulated if lower than 20) of their sick leave for the purposes of personal necessity. There is no approval needed for these days beyond the standard absence reporting requirements.

Type of Leave	Per Year	Accrues Year to Year?	Deducted from Sick Leave total	Occurs after Sick Leave is exhausted
Sick Leave	10 Days	YES	YES	NO
Personal Necessity	Up to 20***	NO	YES	NO
Family Illness	4	NO	NO	NO
Bereavement	5	NO	NO	NO
Industrial Accident/Illness	60	NO	NO	NO
Extended Disability	5 months	NO	NO	YES
Maternity (Disability)	# SL Days*	NO	YES	NO
Birth/Adoption of Child	2	NO	NO	NO
Parental Leave (not subject to CA law)****	10	NO	YES	YES**
Parental Bonding Leave	12 weeks	NO	YES	YES**
Unpaid Childcare	12 months	NO	NO	NO
Military Leave	---	NO	NO	NO
Jury Duty	---	NO	NO	NO

*with medical disability note; when sick leave expires, you move into extended disability (see above)

**if all sick leave is exhausted, you move into differential pay (as defined by extended disability)

***a unit member may not take more days of personal necessity than they have available sick leave

****these days are available for those few folks who are not covered by Parental Bonding Leave

Other notes on the types of leave:

- **Sick Leave / Personal Necessity:** You must call in your absence to the telephone absence reporting system no later than 6:30am and provide lesson plans. The district may request that you provide a written statement from your doctor verifying the need for your absence. This statement is required for absences of more than five consecutive days.
- **Family-School Partnership Act** (up to 40 hours per year, no more than 8 hours per month, and you need to get verification from the school). This comes from your sick leave.
- **Bereavement Leave:** (Section 7) Contact your principal or supervisor to request this leave. You may use up to 5 days for the death of specific "immediate" family members. Refer to the "laundry list" in the contract. If your family member does not fit into one of these categories, the district has the discretion to allow the leave if you apply for it. Contract language specifies that the five days specified in this section do not have to be taken consecutively.
- **Illness in the Immediate Family:** (Section 10) You are allowed up to 4 days because of a serious illness that requires your actual presence. There is a laundry list of family members to whom this section applies.
- **Industrial Accident/Illness Leave:** (Section 2) The leave does not "wrap around" if your injury/illness occurs fewer than 60 days before the end of the school year. You are eligible for this leave once you have worked in the district for 6 months. You must notify HR of the injury/illness, with documentation, and you must provide a medical release to your principal or supervisor before you return to work.
- **Extended Disability:** (Section 3) For absences of fewer than 5 months, you are entitled to differential pay (your salary minus the price of a sub) once your sick leave has run out. Note: If you are awarded leave from the Catastrophic Leave Bank, this period of differential pay occurs WHILE you are receiving catastrophic leave coverage.
- **Maternity Leave:** (Section 5) You may use your total amount of Sick Leave for because of complications due to pregnancy or recovery from pregnancy, provided you have a medical disability note to cover the time. If you run out of Sick Leave, the remaining time will be covered by Differential Pay (your salary minus the cost of a sub or ½ your salary, whichever is higher). You can also receive up to 12 months of unpaid childcare leave following pregnancy, to be used after your Sick Leave has run out. You may also request an extension of up to 12 additional months.
- **Birth/Adoption/Initiation of Foster Care of a Child:** (Section 5) You may request 2 days of fully-paid leave at the time of the birth or adoption of a child. This request will be granted.
- **Parental Leave Added in 2014,** this allows new parents (whether by birth, adoption, or initiation of foster care of a new child) to take an additional 10 days of leave for the purposes of bonding with their child. If all sick leave has been exhausted, this leave will be awarded at the differential rate of pay. This section applies to individuals who do not qualify for the new California child bonding leave law (next section).
- **Parental Bonding Leave** New California law allows for both parents to take up to twelve weeks of "bonding leave" during the first year of their new child's life (or placement with the family). This leave may be taken all at once or may be "broken up" into 2-week chunks. The leave, when taken, does come off of your accumulated sick leave total. If/when your sick leave is exhausted, the leave transitions to "differential pay", which is your salary minus the cost of a sub (or ½ your salary, whichever is higher).
- **Military Leave:** (Section 6) You must provide military orders for verification. Mandatory active duty should be scheduled for non-teaching times of the year when possible.
- **Jury Duty:** (Section 8) When you are called for Jury Duty you must provide verification to the district. If selected for a jury, you must give the district whatever amount you earn as a juror, or have that amount deducted from your pay for the period.