

VACATION / SICK LEAVE / PERSONAL BUSINESS

If you are a part time (less than 40 hours per week) employee, take the number of hours you work each week, divided by 40 and that will be the percent that you work. Your vacation and sick leave will be accrued at that percent and for the months that you work.

Numbers listed below are at 100% (40 hours per week) – if you are less than 100%, you will accrue vacation and sick at the same percent as your assignment.

Faculty working as Interim Management

Vacation: No Vacation accrued

Sick Leave: One (1) day of sick leave for each full month of completed service. There is no limit to the amount of sick leave an employee can accrue. Upon separation from the District, any unused sick leave will be transferred to CalPERS as service credit (if employee retires within 120 days of separation) or may be transferred to a California K-12, Community College District or county office of education (transfer must occur within 1 year of separation from the District).

Personal Necessity: A full-time Manager member may use up to 7 days of accrued sick leave for qualifying personal necessity reasons.

Personal Business: Personal Business 2 days (16 hours or pro-rata for employees less than full time (1.00 FTE) – are “use or lose” days. Unused personal business days do not accrue or carryover from one year to next. Personal Business Leave is to be used for activities that the employee could not reasonably be expected to accomplish during non-duty times Personal business leave is to be used for activities that the employee must tend to during work hours, including personal self-care. All requests for personal business leave must be approved in advance, when possible, by the employee’s immediate supervisor.

When using:

Vacation – minimum amount used is one (1) hour (note if you put .25 on your timesheet, 1 hour will be used from your vacation bank).

Sick Leave – any increment can be used. **Personal**

Necessity – any increment can be used. **Personal**

Business – minimum amount used is one (1) hour.

When submitting time used on timesheets:

1 hour equals 1 hour and minutes would be number of minutes divided by 60 (60 minutes in an hour). Therefore, if you are out 15 minutes, it would be 15 minutes divided by 60 minutes, equaling .25 of an hour. If you are out 3 hours and 30 minutes, you would put 3.5 hours.