

ABSENCE CODES FOR EMPLOYEE LEAVE FORMS

- SIC/01** Personal Illness - Full-time staff receive 8 hours/month (96 hours/year) to cover leave of absence for illness or injury. Employees working less than full-time, earn sick leave on a pro-rata basis (based on employee's regular assignment). (Article 6.4/BP 4317).
- VAC/02** Vacation
- BER/03** Bereavement Leave (note relationship) - Not to exceed 5 days per occurrence, is allowed to employees for a death in the immediate family. For bereavement, the definition of immediate family shall include the aunt and uncle of the employee. (Article 6.17/BP 4310)
- JUR/04** Jury Duty - Leaves of absence for jury duty or for court appearances as a witness, pursuant to subpoena, will be granted with pay up to the difference between the employee's regular pay & any amount the employee receives as jury duty pay. (Article 6.13/BP 4318)
- WCO/05** Industrial Accident/Illness (Workers- Compensation) (Article 6.11)
- PEN/06** Personal Leave - Up to 7 days of leave may be utilized each school year for personal leave for the following reasons: 1) Death of a member of the employee's immediate family when additional leave is required beyond that provided in the bereavement leave section of the contract; 2) Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family; 3) Appearance in court or before an administrative tribunal as a litigant, party, or witness, other than cases against the District, under subpoena or any order made with jurisdiction; 4) Adoption of a child or child care immediately following adoption; 5) other circumstances that the employee cannot be expected to disregard and that cannot be accommodated at a time other than during the employee's regular assigned hours of work. (Article 6.6/BP 4317) Note: PEN comes out of Sick leave earned.
- FIL/07** Illness in Immediate Family - Up to 6 days leave per calendar year may be granted without loss of pay in the event of the serious illness of a member of the immediate family. Immediate family shall mean: the mother, father, grandmother, grandfather, or 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 living in the immediate household of the employee. (Article 6.5/BPy 4313)
- UNB/08** Federation/Union Business Leave - Up to a maximum of 120 hours during each year for Federation Business (Article 13.8)
- CTE09A** Comp Time Earned - Overtime and Extended Hours service:
District-CCCUE Agreement, Article V, Sections 5.5 through 5.6.1.1: "Overtime is approved time worked in excess of 40 hours in a workweek or more than eight hours in a workday. The overtime rate shall be time and one-half the regular rate of pay...Overtime and extended hour service must have prior approval of the immediate supervisor. ...[The District retains the] right to require overtime or extended hour service of an employee. 5.6.1 The CTO must be taken at a time mutually agreed to by the employee and the District by August 15 of the succeeding fiscal year in which the comp time was earned and without impairing the services rendered by the employing District.
5.6.1.1 An employee who intends to use CTO shall submit a request in writing to the immediate supervisor at least one week in advance of the day or days on which 16 the CTO is intended to be taken. 5.6.1.2 The supervisor and unit member will make all efforts to use comp time by August 15 of the succeeding fiscal year that the time is earned. Unit members should use compensatory time first prior to using vacation leave. Any remaining comp time will be paid out in the August payroll and/or advance arrangements made on a case-by-case basis to use comp time at a later date"
- CTT/09B** Comp Time Taken -
Article V, Sections 5.8 through 5.8.2: "An employee may elect to receive compensatory time off in lieu of pay for overtime worked...Any earned compensatory time not taken off before the 12-calendar-month period concludes shall be paid by the District at the appropriate rate of pay...Compensatory time off shall be granted at the rate of time and one-half of the regular rate of pay."
- PEB/10** Personal Business Leave - **Confidentials/Supervisors** are allowed up to 3 days per school year for unrestricted personal business leave (BP 4317).
- LWP/11** Leave of Absence without Pay - Leaves of absence without pay may be granted by the District not to exceed one calendar month per year. Leaves beyond one month, may be granted by the Board of Trustees. (Article 6.5/BP 4312)
- 12** Off Duty - Employees hired to work less than 12 months a year. Designated off duty days (non-paid status) according to schedule agreed upon in writing by employee and supervisor. No code required.
- HOF/13** Floating Holiday (one day per year) (Article 8.1)
Military Leave - Granted pursuant to the provisions of the Military and Veterans' Code; a copy of the military orders must verify leave. (Article 6.14/BP 4315) (No code required)
Family & Medical Leave (FMLA) and California Family Rights Act (CFRA) - Family and Medical leave will be provided in accordance with the requirements of applicable State and Federal law in effect at the time the leave is granted, and will be coordinated with Education Code leave provisions.