

CSEA LEAVE SUMMARY

Based on [Article 12](#) of the CSEA Collective Bargaining Agreement for classified staff, the following resources summarize the leave entitlements and requirements. This guide is designed to help staff navigate their options and understand the specific "banks" of time available to them.

CLASSIFIED STAFF LEAVE QUICK-REFERENCE

This summary helps distinguish between leaves that are "entitlements" versus those that require specific justification.

Leave Type	Allocation (Full-Time)	Pay Status	Key Requirement
Sick Leave	12 days / year	Fully Paid	Medical verification after 5 days
Personal Necessity	7 days / year	Paid (from Sick)	Not for recreation or vacation
Bereavement	5 days per instance	Fully Paid	Close friend or any member of the employee's immediate family (broadly defined)
Industrial Accident	60 days / instance	Fully Paid	Must be a worker's comp claim
Jury Duty	As needed	Fully Paid	Must submit jury fees to District
Catastrophic Leave	Based on donations	Paid	Exhaustion of all other paid leaves
Military Leave	Per State/Fed Law	Paid/Unpaid	Submission of military orders

CORE LEAVE REQUIREMENTS & PROCEDURES

1. Sick Leave & "The 5-Day Rule"

- Full-time (12-month) employees earn 1 day per month. Part-time employees earn a pro-rated amount based on hours.
- Notification: You must notify your supervisor at least one (1) hour before your start time if you are unable to report to work.
- Medical Notes: A doctor's note is required if you are absent for more than 5 consecutive working days. The District also reserves the right to request a note for shorter absences if there is a pattern of abuse. ALL MEDICAL DOCUMENTATION MUST BE SUBMITTED TO HUMAN RESOURCES.
- Extended Illness (100-Day Rule): Once all your regular sick leave, vacation, and compensatory time are exhausted, you are entitled to an additional period of "Differential Pay" (50% of your regular salary) for up to 100 working days per year.

2. Personal Necessity Leave (PNL)

- You may use up to 7 days of your accrued sick leave for personal necessity.
- Prior Approval Required: For most cases, you must request PNL at least 2 days in advance.
 - Exceptions (No Prior Notice): Death/Serious illness of family, or an accident involving your person or property.

- Restriction: PNL cannot be used for any "concerted work stoppage" (strike), or for activities that could be scheduled during non-work hours.

3. Bereavement Leave

- You are entitled to 5 days of paid leave for the death of any member of your close friend or immediate family.
 - Note: This is a separate bank of time and is not deducted from your sick leave.

4. Managing Industrial Accident & Illness Leave

- If you are injured on the job:
 - Reporting: Report the injury to your supervisor immediately.
 - 60-Day Benefit: You receive *up to* 60 days of fully paid leave per accident.
 - Note: This leave does not accumulate from year to year. When the 60 days are exhausted, you begin using your regular sick leave and then vacation time.

5. Definition of "Immediate Family"

- Under the CSEA agreement, "Immediate Family" is quite broad and includes:
 - Direct: Spouse, registered domestic partner, children, parents, and siblings.
 - In-Laws/Extended: Mother/Father-in-law, Brother/Sister-in-law, Grandparents, and Grandchildren (including those of your spouse).
 - Household: Any relative living in the immediate household of the employee.

WORKFLOW FOR REQUESTING LEAVE

- **Step 1:** Log into Colleague Self-Service via the MySWC portal.
- **Step 2:** Check your current balances in the "Leave" tab.
- **Step 3:** Submit the request:
 1. For PNL or Vacation, ensure you meet the 2-day advance notice requirement.
 2. If the leave is for medical reasons and exceeds 5 days, email your medical certification to Human Resources for assessment and to move forward with the leave process.
- **Absence Reporting:** Notify your immediate supervisor as soon as you know you will be absent.