

SCCDAA LEAVE SUMMARY

Based on [Article 10](#) of the Southwestern Community College District Administrative Association (SCCDAA) agreement, the leave provisions for administrators are designed to provide flexibility for professional leadership while maintaining clear accountability. Below are the resource tools summarizing these benefits.

1. ADMINISTRATOR LEAVE QUICK-REFERENCE

This tool summarizes the primary leave categories for represented administrators.

| Leave Type | Allocation | Pay Status | Key Requirement |
|---------------------------|-------------------|------------------|---|
| Sick Leave | 12 days / year | Fully Paid | Accrues monthly; unlimited accumulation |
| Personal Necessity | 6 days / year | Paid (from Sick) | 3-day advance notice for most cases |
| Bereavement | 5 days / instance | Fully Paid | No deduction from sick leave |
| Industrial Leave | 60 days / year | Fully Paid | For work-related illness or injury |
| Jury Duty | As needed | Fully Paid | Must provide jury summons to HR |
| Personal Leave | 5 days / year | Fully Paid | Requires 5-day notice & Superintendent approval |

2. CORE LEAVE REQUIREMENTS & PROCEDURES

Sick Leave and Medical Verification

- Administrators on a 12-month contract earn one day of sick leave per month – this is put in their leave bank as 91 hours a year on July 1st of every month.
- Medical Notes: A doctor's note is required if you are absent for more than 5 consecutive working days. ALL MEDICAL DOCUMENTATION MUST BE SUBMITTED TO HUMAN RESOURCES.
- Extended Illness (100-Day Rule): After all accrued sick leave, vacation, and compensatory time are exhausted, administrators are entitled to "Extended Illness Leave." This provides up to 100 work days of pay at 50% of your regular salary.

Personal Necessity Leave (PNL)

Administrators may use up to 6 days of their accumulated sick leave for personal necessity.

- You must provide at least 3 days' notice to your immediate supervisor.
- Notice is waived for the death/serious illness of a family member or an accident involving your person or property.
- Restrictions: PNL cannot be used for vacation, recreation, or to seek other employment.

Non-Deductible Personal Leave

Unique to the SCCDAA agreement, administrators can request up to 5 days of paid personal leave per year that is not deducted from sick leave.

- This requires a 5-day advance notice and the formal approval of the Superintendent/President or their designee.

3. BEREAVEMENT & FAMILY DEFINITIONS

The District provides 5 days of paid leave for the death of an immediate family member. This is a standalone benefit and does not reduce your sick leave balance.

Immediate Family includes:

- Spouse or Registered Domestic Partner
- Children (biological, foster, step, or legal ward)
- Parents, Grandparents, and Grandchildren (including those of the spouse)
- Siblings, Son-in-law, and Daughter-in-law
- Any relative living in the immediate household of the administrator
- Close friend

4. INDUSTRIAL ACCIDENT & ILLNESS WORKFLOW

If an administrator is injured while performing work duties:

- **Notification:** Notify your supervisor and HR immediately to initiate a Workers' Compensation claim.
- **60-Day Entitlement:** You receive up to 60 days of fully paid leave per accident.
 - During this 60-day period, the District will pay your full salary and you must endorse any Workers' Compensation insurance checks over to the District. Once the 60 days are exhausted, your regular sick leave bank will be used to supplement any disability payments.

5. Leave Request Checklist for Administrators

[] **Verify Balances:** Use Colleague Self-Service to check Sick and Vacation banks.

[] **Timeline Check:** Ensure PNL (3 days) or Personal Leave (5 days) requests meet notice and applicable definition requirements.

[] **Medical Privacy:** Send all the medical certification documents directly to the HR office rather than your department staff.

[] **Return to Work:** Prior to returning to work, you must provide a medical certification to HR if the leave was for a serious health condition or surgery.