

## SCEA LEAVE SUMMARY

Based on [Article 5](#) of the faculty Collective Bargaining Agreement (CBA) for the Southwestern College Education Association (SCEA), the following resource tools summarize the various leave options available to faculty members.

### 1. FACULTY LEAVE QUICK-REFERENCE TABLE

This table provides an easy-to-use overview of the most common leaves, their duration, and pay status.

Leave Type	Who is Eligible?	Duration	Pay Status
<b>Bereavement</b>	Full & Part-Time	Up to 5 days	Fully Paid
<b>Illness (Sick Leave)</b>	Full & Part-Time	10–12 days/year (Full-time)	Fully Paid
<b>Personal Necessity</b>	Full & Part-Time	Up to 6 days/year	Deducted from Sick Leave
<b>Judicial (Jury Duty)*</b>	Full & Part-Time	Duration of service	Fully Paid*
<b>Industrial Accident</b>	Full & Part-Time	Up to 60 days/year	Fully Paid
<b>Sabbatical</b>	Full-Time only	1 semester or 1 year	Partial Salary
<b>Parental Leave</b>	Full & Part-Time	12 weeks	Half pay

*\*Note: Employees must remit jury duty fees (excluding mileage) to the District.*

### 2. CORE LEAVE REQUIREMENTS & PROCEDURES

#### Illness & Medical Leaves

- Full-time faculty receive 10, 11, or 12 days per year based on their contract length.
- Part-time faculty accrue 1 hour for every 18 hours of teaching.
- 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: If your sick leave is exhausted, you may receive up to 110 days of "differential pay" (your salary minus the cost of a substitute, or at least 50% of your daily rate).

#### Personal Necessity Leave (PNL)

PNL is not a separate "bank" of time; it is deducted from your accrued sick leave. It is limited to specific reasons:

- Death or serious illness of an immediate family member.
- Unforeseen accidents involving your person/property or family.
- Urgent personal matters that cannot be handled outside work hours.
- Restriction: It cannot be used for vacation, holiday extensions, or recreational activities.

#### Sabbatical (Professional Development) Leave

- You must have completed 12 semesters (6 years) of continuous full-time service.
- Must significantly relate to the college mission, your assignment, or improve professional competence (e.g., scholarly research, retraining, or curriculum planning).
- An eligibility list is distributed by September 30 each year. Proposals are reviewed based on a standard rubric.

### 3. IMMEDIATE FAMILY DEFINITION

For Bereavement, PNL, and Illness leave to care for others, the CBA defines "immediate family" broadly to include:

- Core: Spouse, domestic partner, children (including step/foster), parents (including step), and siblings.
- Extended: Grandparents, grandchildren, parents-in-law, and siblings-in-law.
- Other: Close personal friends, legal wards, and "designated persons" (someone like family, identified at the time of the request).

### 4. HOW TO APPLY: THE 5-DAY RULE

For leaves requiring District approval (such as In-Service or Personal leaves):

1. **Submit Request:** Apply at least 5 working days before the leave starts.
2. **Notification:** The District will notify you of approval or denial via internal email at least 2 working days before the start date.
3. **Absence Reporting:** Always notify your Dean as soon as you know you will be absent.