

LEAVE SUMMARY BY UNION REPRESENTATION

To help employees visualize their leave options, here are workflows tailored to each bargaining unit's specific contract language.

1. FACULTY (SCEA) LEAVE WORKFLOW

- Employee provides notice or submits a medical certification for an absence exceeding 5 consecutive days.
- Check Accruals: Full-time faculty check their 10, 11, or 12-day annual sick bank.
- Protected Leave Designation: HR evaluates eligibility for FMLA/CFRA (12-month/1,250-hour rule).
- Pay Coordination: Faculty use fully paid sick leave first. If exhausted, they move to Differential Pay (Salary minus substitute cost) for up to 110 days; or 12 weeks for Paid Parental Leave
- Return/Accommodation: If medical restrictions exist, HR initiates the Interactive Process for workplace accommodations.
- Reinstatement: Faculty returning from extended medical leave must provide a Return to Work certification to HR before resuming duties.

2. CLASSIFIED STAFF (CSEA) LEAVE WORKFLOW

- Employee notifies immediate supervisor at least one hour before start time.
- Personal Necessity (PNL): For non-emergencies, staff must provide 2 days' advance notice to use their 7-day PNL bank.
- Medical Certification: Required for absences over 5 days. Sent directly to HR for confidentiality.
- Exhaustion of Banks: Paid leave is used in this order: Sick Leave → Vacation → Compensatory Time.
- Extended Illness: Once banks are zeroed, the 100-Day Rule triggers, providing 50% pay for up to 100 working days per year.
- Return/Accommodation: If medical restrictions exist, HR initiates the Interactive Process for workplace accommodations.
- Reinstatement: Employees returning from extended medical leave must provide a Return to Work certification to HR before resuming duties.

3. ADMINISTRATORS (SCCDAA) LEAVE WORKFLOW

- Employee notifies immediate supervisor (or Superintendent/President).
- Selecting the Leave Type:
 - Medical: paid leave accruals: Sick Leave → Vacation
 - Personal: Short-term leave, twenty-five (25) calendar days or less, may be granted to an Administrator upon the approval of the Superintendent/President or designee; Long-term leave, in excess of twenty-five (25) calendar days, may be granted upon the approval of the Governing Board.
 - Necessity: Uses the 7-day sick bank (does not exceed fifty-six (56) hours in any fiscal year).

- Medical Certification: Required for absences over 5 days. Sent directly to HR for confidentiality.
- Extended Illness: Once banks are zeroed, the 100-Day Rule triggers, providing 50% pay for up to 100 working days per year.
- Reinstatement: Administrators returning from extended medical leave must provide a Return to Work certification to HR before resuming duties.

LEAVE COORDINATION SUMMARY

Goal	Faculty (SCEA)	Classified (CSEA)	Administrator (SCCDAA)
Medical Note	After 5 days	After 5 days	After 5 days
PNL Allotment	6 Days	7 Days	7 Days
Extended Pay	Differential (110 days)	50% Pay (100 days)	50% Pay (100 days)
Special Banks	Sabbatical eligibility Catastrophic Leave	Catastrophic Leave*	5 Days Personal (Non-Sick) Catastrophic Leave

*[Referenced in AP 7346](#), not the CSEA CBA