

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4152
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SICK LEAVE (Certificated Personnel)

Day Teachers

In accordance with Section 87781, 87781.5, 87784, 87786, of the California State Education Code, sick leave shall be granted to certificated employees as follows:

Sick leave shall be granted to each full-time certificated employee for full-time services as follows:

<u>Schedule of Duty</u>	<u>Days of Sick Leave Per Year</u>
10 school months	10 days
11 school months	11 days
12 school months	12 days

Sick leave for part time employment will be on a pro rata basis of the above schedule.

PERSONAL NECESSITY LEAVE

Accumulated sick leave NOT TO EXCEED six (6) earned days in any school year may be used for personal necessity.

The following items, by law, can be taken without obtaining advanced approval.

1. Death (days over and above bereavement leave), or serious illness of a member of the immediate family. Serious in nature, which under the circumstances the employee could not reasonably be expected to disregard, and which would require the attention of the employee during his/her assigned hours of work. Members of the immediate family as used in this section are defined in accordance with State Education Code 87788. (Certificated employees shall receive salary in full when quarantined by city or county health officials because of another's illness.)
2. Accident involving the employee's person or property, or the person or property of a member of his/her immediate family. Such as accident would require the immediate attention of the employee and present circumstances which the employee could not disregard, making it unreasonable to expect the employee to perform his regularly assigned duties.

The following cases shall require advance approval of the Vice President of Instruction.

1. Appearance in court as a litigant; or as a witness under an official order.
2. Time off when necessary for doctor appointments, eye examinations and dental appointments may be charged against accumulated sick leave.
3. A condition which if allowed to continue without remediation would result in personal injury and/or an aggravation of a physical impairment and necessitating immediate medical and/or dental attention.
4. A condition or circumstance(s) that would result in an unconscionable financial loss, such loss which would materially affect the employee's ability to maintain reasonable conditions for sustenance for himself and his dependents.
5. A condition of circumstance(s) when the mental state of the employee is impaired to the extent that the performance of his duties is so affected as to materially reduce his rendering immediate services to the District.
6. Religious holidays other than indicated in the school calendar.

<Proof for the above absences may be required>

UNUSED SICK LEAVE

Any unused portion of sick leave earned in a given year shall be accumulative and transferable from one district to another, without limit.

DIFFERENCE PAY

Full salary will be paid certificated employees while they are ill for the total days of accumulated sick leave rights. IN the event of an extended illness the difference between full salary and that of a substitute will be paid for the period of time exceeding the accumulated sick leave, but not to exceed a total of five (5) calendar months (100 days.)

EXTENDED DAY TEACHERS

Sick leave shall be granted Extended Day teachers on the basis of one hour of sick leave for every 20-hours taught. Such leave will be accumulated indefinitely. Extended Day teachers on contract will receive a semester of sick leave credit at the beginning of the semester based upon the number of hours per week taught. If the instructors do not fulfill their contract, sick leave used, but not earned, will be granted on a proportionate basis and shall require prior approval by the Dean of Extended Day except in the two (2) cases so specified. Day school sick leave cannot be used for night school absence due to illness or personal necessity.

SUMMER SCHOOL TEACHERS

Sick leave shall be granted summer school teachers proportionately to sick leave earned during the regular school year. Sick leave will be accumulated indefinitely and may be added to sick leave earned in day school. Personal necessity leave will be granted on a proportionate basis and shall require prior approval by the Dean of Extended Day except in the two (2) cases so specified. Regular school year sick leave cannot be used for summer school absence due to illness or personal emergency. Summer school sick leave will be credited at the close of summer school.

Twenty (20) hours of teaching in summer school earns an hour sick leave. Fractions of one-half or more (of 20 hours) will be credited as one hour.

APPLICATION FOR SICK LEAVE AND PERSONAL EMERGENCY BENEFITS

Application must be made on a form furnished by the school. Illness of over five (5) days at any one time will require a Physician's certificate. (Form R-4152 - Administrative Regulations.)

Adopted6/20/61
Revised.....7/15/64
 7/1/65
 2/21/66
 12/14/76
 6/12/79

Reference

Education Code 133468.1, 13468.5, 1365.1, 1365.4, 13655, and 13657