

Not feeling well and need to take a day? Here's a guide for taking sick leave. Get well soon!

1. How much sick leave do I get each year?

FT instructional faculty are credited with 10 days (80 hours) of sick leave per year, with 8 hours of leave added each month. Service faculty earn 7.34 hours of leave over 12 months (88 hours). FT faculty with an overload or a reduced load, and temporary (PT) faculty earn a pro-rata amount of leave based on load. Your leave balance accumulates from year to year.

Pro tip: your leave balance shows up in MyCuesta in the Employee Dashboard above the pay stub information

2. How much leave is deducted if I miss a day?

- a. A total of 8 hours of leave will be deducted if a FT person takes a full day of leave and misses contractual obligations like classes, office hours, service appointments, committee meetings, or planned Flex activities.
- b. A FT faculty person may be credited with up to 4 hours per day for activities such as class preparation, grading, academic support duties, student communications, committee work, or participatory governance work that is conducted off-campus.
 - Example: a FT person misses their 2 classes (3 hours) but grades for 5 hours while sick at home. A total of 4 hours will be subtracted from their leave balance.
- c. Faculty with less than 100% load will have a pro-rata amount of leave deducted for missing a full day of contractual obligations. Work from home as described in (b) can be credited for $\frac{1}{2}$ (50%) of their daily hours.
 - Example 1: A person working 60% load misses a full day of contractual obligations. A total of 4.8 hours of leave is deducted ($0.60 * 8 \text{ hrs}$).
 - Example 2: A person working 60% load misses all of their classes but does 5 hours of prep and grading at home that day. A total of 2.4 hours of leave is deducted ($0.60 * 8 \text{ hrs} * 0.50$).

3. What if I only miss part of a day, and fulfill my other contractual obligations?

The leave time deducted for missing a partial day of scheduled contractual obligations will be just for the time missed.

- Example: a person (FT or PT) teaches 2 classes (3 hours) but misses one class (1.5 hours) for a dentist appointment. The 1.5 hours missed is deducted from leave.

4. Where can I find a leave form?

The [Cuesta Payroll website](#) has a [fillable pdf](#).

5. Can I take my unused leave with me if I leave for another teaching position covered by STRS?

Yes! Contact the HR people your new school during your first year of a new position.

6. Is there a benefit to having unused sick leave at retirement?

Yes! Cal-STRS will include unused sick leave in your retirement benefits, PT or FT. Check with STRS for more details.

7. Is there a difference between sick leave, Personal necessity, and Personal business leave?

- a. Sick leave is used for your illness or the illness of a sick child, parent, spouse, or domestic partner. The district is required to have a physician’s note for leave of more than 3 consecutive days.
- b. Personal Necessity leave is used for specific reasons: death of immediate family, accidents to you or your family, appearance in court, and other serious circumstances that must be attended to during work hours. Faculty can use up to 7 days of this leave per year from the sick leave balance.
- c. Personal Business leave is not restricted and can be up to 3 days per year.

Sample leave form:

Jan 19: Amanda missed one class for personal leave and requested a substitute. Amanda talked to the division chair who found a sub. Amanda didn’t do any prep, grading, or office hours that day and 8 hrs are subtracted from their leave balance.

Jan 20: Amanda missed 2 classes that morning but spent 2 hours grading and 2 hours doing a live Zoom student help hour in the afternoon. Amanda can claim a maximum of 4 hours of at-home prep work, and 4 hours are subtracted from their leave balance.

Jan 21: Amanda missed one class due to feeling ill in the afternoon but taught 2 other classes that day. Amanda has 1.5 hours for the missed class deducted from their leave balance.

**CUESTA COLLEGE
REQUEST FOR PRE-APPROVED LEAVE(S) AND REPORT OF LEAVES FOR FACULTY**

Employee Name: Amanda Gorman
 Leave(s) and/or Absence(s) for the month of: January 2021

PROCESS: Approval process should be initiated **five** working days prior to leave date (emergencies/extenuating circumstances require fewer or no prior approval days). Employee submits form to the Division Chair or Director; the Chair or Director forwards the form to the Dean or Vice President for approval. Please indicate if you need a substitute. The Dean of Instruction will forward a copy to you for your records **and will forward the original copy of the form to Human Resources. This form is not used for Workload Exchange.**

LEAVE REQUESTED <small>(Indicate code. Leave codes are on the back of this page.)</small>	DATE(S)	TOTAL HOURS	SUBSTITUTE NEEDED/ OR PROVISION FOR CLASSES
10 (personal leave)	Jan 19	8	yes, 1.5 hr ENGL 222 (Poetry)
10	Jan 20	4	yes, HIST 207 (Amer gov), 3 hrs grading
			plus 2 hrs live Zoom help hours
01 (illness)	Jan 21	1.5	missed 1 class, taught other 2

Employee Signature: _____ Date: _____
 Division Chair/Director Signature: _____ Date: _____
 Dean Signature: _____ Date: _____
 Vice President Signature: _____ Date: _____

IMPORTANT - PLEASE NOTE

LEAVES WILL BE ENTERED AS LISTED ABOVE UNLESS PAYROLL IS NOTIFIED OF A CHANGE. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO NOTIFY PAYROLL.

See Article 6.8-6.12 of the [CBA](#) for more details.