

Article VI. Leaves

With respect to leaves, it is expected that the Faculty member's appropriate Administrator will be notified promptly, and prior to the leave being taken, if possible. Please refer to the *Personnel Policy Statement for College Employees* for additional information on leave, including unpaid leaves and leave under the Family and Medical Leave Act.

The supervisor and others involved on a limited need-to-know basis must maintain confidentiality with regard to personal and/or medical information provided with a leave request. All medical and other documentation associated with the leave must be submitted to the Human Resources Benefits Office for retention to maintain required confidentiality safeguards and protect against unauthorized disclosure.

Leave that is approved and taken must be reported in accordance with Section II D of the *Personnel Policy Statement for College Employees, Accounting for Work and Leave*. If a faculty member satisfies a portion of his/her work responsibilities for a day of accountability, then leave may be used and reported in 15-minute increments.

A. Sick Leave

Refer to the *Personnel Policy Statement for College Employees* for more information on sick leave.

Full-time regular Faculty, as well as Faculty on administrative appointments, are eligible for sick leave. To be eligible, a Faculty member must carry at least a 3/5 load.

Each Instructional Faculty member on an academic year contract with 169 days of accountability, is credited ten days (58 hours) of sick leave per year on September 1. A Faculty member who is on active leave status at the beginning of his or her contract year, but whose leave is exhausted prior to September 1 will be credited with 10 days (58 hours) on September 1 and may apply the leave retroactively.

At the beginning of each fiscal year, Educational Support Faculty members on a contract with 221 days of accountability are credited 13 days (104 hours) of sick leave per year. Educational Support Faculty members on a contract with 169 days of accountability are credited ten days (80 hours) of sick leave per year on July 1.

Other Faculty covered by this schedule are credited hours proportionate to the number of accountable days of annual employment.

A Faculty member who is approved for a reduced contract will be credited with a pro-rata amount of sick leave.

Each Faculty member may accumulate no more than 180 days (1044 hours for Instructional Faculty, 1440 hours for Educational Support Faculty) of sick leave. Accumulation shall resume

once the total number of hours falls below the maximum, and is subject to the maximum accumulation as defined above.

Sick leave shall be defined as a Faculty member's absence from work due to:

1. Illness or injury of the Faculty member;
2. Illness or injury of a member of the Faculty member's immediate family (spouse, or domestic partner,* legal dependent or parent) when care and attention by the Faculty member is needed. This absence is applicable only after the Faculty member has begun work in the particular year in which the leave occurs, unless such illness or injury qualifies under the FMLA.
3. Placement of a child with the Faculty member for adoption or foster care. Use of sick leave under these provisions is limited to six weeks.
4. Appointments with physicians or dentists. However, Faculty members will make reasonable efforts to schedule routine doctor's and dentist's appointment to minimize disruptions to instruction and complementary educational services.

*The use of sick leave for a domestic partner requires a signed Confidential Domestic Partnership Affidavit of domestic partnership by the Faculty member and his or her domestic partner, prior to use. The Affidavit must be submitted to the Human Resources benefit office and will be maintained in the Faculty member's benefit file.

With respect to sick leave, it is expected that the Faculty member's appropriate Administrator will be notified promptly, and, if possible, prior to the leave being taken.

If a Faculty member does not have sufficient accumulated sick leave to cover an entire absence, she or he should refer to Section IV of the *Personnel Policy Statement for College Employees* and consult with the District Benefits Office for additional information on leave policies (<http://www.pima.edu/employee/policystatements/>).

If a Faculty member misses an entire day, instructional faculty members submit timesheets reporting 5.8 hours of sick leave and educational support faculty members submit timesheets reporting 8 hours of sick leave. This applies to regular load and involuntary overloads.

If a Faculty member misses part of a day, sick leave is reported in 15-minute increments to cover the work time that cannot otherwise be made up.

A Faculty member who is unable to report for work at any time during her/his voluntary overload may elect to either use sick leave or have the overload contract adjusted. If requested by the Faculty member, the Faculty member's accumulated sick leave will be reduced by an additional amount equal to the amount of time missed in 15-minute increments. If the Faculty member chooses not to use accumulated sick leave under these circumstances, the overload contract will be adjusted.

Should a Faculty member fail to appear for any reason other than illness, the sick leave credited for that year will be reduced by an amount proportional to the amount of the contract term that elapses before the Faculty member begins work.

For use of sick leave and/or sick leave qualifying under the Family and Medical Leave Act, please refer to College policy in the *Personnel Policy Statement for College Employees* (see: http://www.pima.edu/employee/policystatements/common/common_04.pdf).

B. Personal Leave

Each year two days of Personal Leave are granted to each regular Faculty member. Regular Faculty may request not more than the equivalent of two days of personal leave per semester, for a maximum of the equivalent of four days per contract year. (Exceptions to this policy are noted below.) Once the two Personal Days have been exhausted, the Faculty member may choose to take up to two additional Personal Days, which will be deducted from accumulated sick leave. Whenever possible, the amount of leave and the dates of the leave must be requested in writing and approved in advance by the appropriate Dean or designee. Personal leave is reported in half-day increments.

The following are examples of how the policy may be applied:

- Personal leave may be taken in half-day or full-day increments up to two day allotment per semester; or
- When circumstances require it, the Faculty member may request to use up to the allowed four-day maximum in one semester; or
- Under special circumstances, the Administrative Supervisor may grant an additional personal day to be deducted from accumulated sick leave in order to allow for a full five consecutive days of personal time to handle unanticipated personal matters of an emergency or crisis nature.

Requests for Personal Leave and/or for an exception to the two day per semester limitation do not require explanation and will be approved unless the Supervising Administrator attests that the use of the Personal Leave would affect negatively the quality of the educational program or the operation of the subject/service area involved.

Approved Personal Leave can be used at any time during the Faculty member's regular contract period including involuntary overloads.

C. Unpaid Leave

Unpaid leaves are available for up to one contract year. Depending on the needs of the College and/or department, consecutive unpaid leaves may be granted but must be requested annually. A Faculty member on an unpaid leave must be available to return to regular employment on or before the expiration date of the leave. A one-year unpaid leave disqualifies the Faculty member from step advancement. A one-semester unpaid leave may disqualify the Faculty member from step advancement. See Appendix N for information regarding step advancement and Section IV in the *Personnel Policy Statement for College Employees* for information on Unpaid Leaves of Absence.

1. Unpaid Personal Leave

Upon request, a personal leave of absence to handle pressing personal obligations may be granted to a faculty member for up to a maximum of one contract year. Requests are made in writing to your supervising administrator.

2. **Unpaid Professional Leave**

Upon request and with the approval of the Campus President or designee, a Faculty member shall be granted unpaid leave up to one contract year for professional development and/or service. Contingent upon approval of an annual request, a Faculty member may receive more than one consecutive unpaid leave. Unpaid professional leave should not create circumstances that will impact negatively the operation of the subject/service area. The employee must be available to return to regular employment on or before the expiration date of the leave.

A Faculty member should refer to Appendix N if he/she wishes to apply the activities of the unpaid professional leave to the Professional Development criteria in their step progression plan. If the unpaid professional leave is approved, the Faculty member must serve 50% of the accountable days of his/her contract instead of the 60% normally required for step progression.

D. Holidays and Recesses

The College recognizes the following holidays and recesses. A holiday is a day on which the College's offices and instructional and complementary educational services are officially closed. A recess is a day or a period of time during which the College temporarily closes some general business offices, while simultaneously providing a limited or concentrated level of instructional and complementary educational services. See Article II B for more information regarding accountability and Article III D regarding contract and term of employment.

ACADEMIC CONTRACT FACULTY

Holidays:

Labor Day Holiday (Sept. 7, 2009)
Veterans Day Holiday (Nov. 11, 2009)
Thanksgiving Day Holiday (Nov. 26, 2009)
Martin Luther King, Jr. Holiday (Jan. 18, 2010)

Recesses:

Thanksgiving Recess (Nov. 26-29, 2009)
Winter Recess (Dec. 21, 2009 – Jan. 10, 2010)
Tucson Rodeo Recess (Feb. 25-26, 2010)
Spring Recess (Mar. 15-21, 2010)

FISCAL CONTRACT FACULTY

Holidays:

Independence Day Holiday (July 3, 2009)
Labor Day Holiday (Sept. 7, 2009)
Veterans Day Holiday (Nov. 11, 2009)
Thanksgiving Day Holiday (Nov. 26, 2009)
Martin Luther King, Jr. Holiday (Jan. 18, 2010)
Memorial Day Holiday (May 31, 2010)

Recesses:

Thanksgiving Recess (Nov. 26-29, 2009)
Winter Recess (Dec. 24, 2009 - Jan. 3, 2010)
Tucson Rodeo Recess (Feb. 25-26, 2010)
Spring Recess (Mar. 15, 2010)

If, by Board action, the College is closed due to an emergency on a Faculty member's day of accountability, no deduction shall be taken from the Faculty member's salary. However, make-up instructional and complementary educational services will be scheduled whenever possible.

The College shall ensure that relevant dates (e.g., semester end, beginning and drop/add dates) for alternative and traditional semesters are posted for Faculty and student use.

PCCEA shall receive a copy of the College calendar for review and comment to ensure that the academic calendar is in agreement with contract days and days of accountability. If not, PCCEA will work with the Chancellor and his/her designee to resolve inconsistencies prior to review by the Faculty Senate and final Board action. The academic calendar will contain all relevant dates (e.g., semester end, beginning and drop/add) for alternative and traditional semesters, and will be distributed by Office of the Provost and Executive Vice Chancellor for Academic Services to Faculty members upon final Board action.