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**PROPOSAL FROM THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
AND ITS PASADENA CHAPTER 777
TO THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT**

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June 24, 2026

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ARTICLE 17 – LEAVES

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17.1 Sick Leave

11 Employees covered by this Agreement shall accrue paid sick leave at the rate of one (1) day
12 (eight hours) per calendar month, not to exceed the total number of months of the employee's
13 assignment. Employees who work less than a full fiscal year shall earn sick leave on a pro-rated
14 basis. A new employee may be advanced a maximum of six (6) days, or proportionate amount to
15 which he/she is entitled, for use prior to the completion of six (6) months of active service at the
16 discretion of the Vice President of Human Resources.

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18 Unused sick leave shall accrue from year to year. Employees, who previously worked for another
19 community college district or county school, shall be entitled to transfer accrued leave from that
20 district.

21
22 When a bargaining unit employee is directed by the District to perform work beyond the
23 employee's regular assignment that results in paid overtime, the employee shall accrue
24 one (1) hour of sick leave for every twenty (20) hours of overtime actually worked.
25 This provision shall not apply to voluntary overtime requested or initiated by the
26 employee, or when the employee elects to receive compensatory time off in lieu of
27 overtime pay.

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29 An employee utilizing paid sick leave may be required to provide such medical proof as
30 management may require to justify the use of such leave.

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17.2 Additional (Extended) Leave

33 Classified employees are entitled to additional paid leave for a period of up to 100 days (less the
34 employee's annual sick leave allotment) at a rate of fifty percent (50%) of their regular salary. The

35 employee must exhaust all paid sick leave and provide a medical certification of the need for
36 extended sick leave from his/her medical provider before he/she will be paid under this provision
37 (Ed Code 88196).

38
39 When an employee has used all accrued full-pay sick leave, he/she may be eligible for extended
40 sick leave paid at fifty (50) percent of the employee's regular rate of pay. During the fiscal year,
41 extended sick leave is provided up to a maximum of one hundred (100) working days of paid
42 leave, including full-pay sick days. Part-time employees will be afforded these same rights on a
43 pro rata basis for one hundred (100) days. When an employee has used all accrued full-pay sick
44 leave and becomes eligible for extended sick leave, he/she may use accrued vacation or comp
45 time in lieu of the extended sick leave pay in order to achieve fully paid days. Each day of
46 redeemed sick leave shall account for 100% of an employee's scheduled hours, compensated at
47 50% of the employee's regular rate of pay.

48
49 An employee, who wishes to use the extended sick leave benefit, shall provide to the Office of
50 Human Resources, verifiable medical documentation directly related to the illness or injury which
51 required absence from duty during the period of extended sick leave. Failure to submit medical
52 documentation will subject the employee to discipline for unsatisfactory attendance as determined
53 by the attendance accounting procedures described in Article 9.1. The District reserves the right
54 to require proof of illness and may refer any claims for extended sick leave benefits to the District
55 physician whose decision as to the employee's eligibility shall be final.

56 If a verifiable sick leave absence occurs on the working day immediately before and/or after a
57 legal holiday, the legal holiday will not be charged against the sick leave or extended leave.

58 59 17.3 Responsibility to Report Absences

60 If an employee is unable to report to work for any scheduled shift, it is the employee's
61 responsibility to call the facility department sick-line prior to the start of the shift, no less than 30
62 minutes before the start of his/her shift to report the absence. If the absence occurs on the work
63 day immediately before and/or after a legal holiday, the legal holiday is not charged against the
64 employee's sick leave accrual.

65
66 Employees who are absent at least five (5) consecutive workdays must provide to the Office of
67 Human Resources a written documentation of illness from the employee's medical provider,
68 which confirms the time off and the employee's ability to resume his/her regular duties as of a
69 specified date. The supervisor may not permit the employee to return to work without the
70 clearance from the Office of Human Resources. Failure to comply with this Article may result in

71 unpaid leave until such clearance is obtained. If an employee exhibits a pattern of excessive
72 absenteeism, the supervisor may require such clearance for shorter periods of time.
73 Absence required because of the employee's dental or medical appointments may be charged
74 against sick leave.

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76 If the employee has a physician's written statement which defines the period of illness, the
77 employee is relieved of reporting in ill each day, providing that the physician's statement has
78 been received in the Human Resources Office.

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80 17.4 Personal Necessity Leave

81 17.4.1 The District shall provide seven (7) days of paid Personal Necessity Leave to be charged
82 against unused, accrued full-pay sick leave each fiscal year for any of the following
83 reasons:

84 Advance permission shall not be required for any of the following purposes:

- 85 (1) Death or serious illness of a member of his or her immediate family.
- 86 (2) Accident, involving his or her person or property, or the person or property of a member of his
87 or her immediate family.
- 88 (3) Accident involving relatives other than members of the immediate family.
- 89 (4) Illness involving relatives other than members of the immediate family.
- 90 (5) Unexpected personal or family situation which requires immediate attention.

91 Advance permission would be required for the following purposes:

- 92 (6) Attending to legal or business matters of a compelling personal importance which cannot be
93 attended outside of the workday.
- 94 (7) Appearance in court as a litigant.
- 95 (8) The birth or adoption of his/her child.

96 These days may not be taken for vacation, to extend holidays, nor to engage in concerted activities.

97

98 17.4.2 Utilization

99 Use of sick leave for personal necessity shall be subject to the following limitations and
100 conditions:

- 101 (1) The total number of days allowed in a fiscal year for such leaves shall not exceed seven (7)
102 days.
- 103 (2) The days used will be deducted from, and may not exceed, the number of full days of
104 accrued sick leave to which the employee is entitled.

105 (3) Personal necessity leave shall not be granted during a scheduled vacation or a leave of
106 absence.

107 Allocation of sick leave shall be made only upon certification that the absence was due to a
108 situation designated as a personal necessity within the meaning of this section.

109

110 17.5 Jury Duty or Subpoena Leave

111 The District shall provide paid time off for jury duty or subpoena leave for an unlimited number of
112 days in accordance with Education Code 87035 and 87036. The District may grant a leave of
113 absence to a classified employee to appear as a witness in court, other than as a litigant, or to
114 respond to an official order from another governmental jurisdiction for reasons not brought about
115 through the connivance or misconduct of the employee.

116

117 The classified employee granted jury duty or subpoena leave, shall be paid up to the amount of
118 the difference between the employee's regular salary earnings and any amount he or she
119 receives for jury or witness fees.

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121 Unit members, including those who are working a 4/10, or a non-traditional work schedule
122 shall work the traditional morning day shift Monday through Friday (8 hours per day) in
123 weeks of jury duty.

124

125 17.6 Military Leave

126 Military leave shall be granted to employees who volunteer or are enlisted for duty with the armed
127 forces of the United States. Such leave shall be granted in accordance with provision of the law.

128 Compensation shall be in accordance with the California Military and Veterans Code.

129 A copy of the employee's military orders must be presented to the Office of Human Resources
130 when requesting leave.

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132 Classified employees who have been employed with the District for at least one (1) year
133 immediately prior to the date on which the military leave of absence begins will receive regular
134 compensation the first thirty (30) calendar days of said leave if this time falls within the
135 employee's usual work period. This includes orders to report for military or veteran's physical
136 examinations and service in the Reserve Corps.

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138 17.7 Bereavement Leave

139 Any employee is allowed a leave of absence for bereavement leave, not to exceed *five (5)*
140 *working days*, on full pay when such absence is occasioned by reason of death in the immediate
141 family (employee's spouse, child, stepchild, parent, sibling, father-in-law, mother-in-law,
142 grandparent, grandchild, son-in-law, daughter-in-law or any relative living in the immediate
143 household of the employee). The District may require the employee to provide proof of eligibility
144 for bereavement leave. Bereavement leave is not applicable when an employee is on unpaid
145 leave of absence or during unscheduled work days for employees on less than twelve-(12) month
146 assignments. Bereavement leave is allowable if bereavement immediately precedes or
147 immediately follows such absence.

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149 Up to one day's time off with pay will be granted for bereavement leave for the death of relatives
150 not listed above or living in the immediate household. Up to one day with pay will be granted for
151 bereavement leave for the death of a friend. *This leave shall be limited to one time per fiscal year.*
152 Additional leave may be granted as outlined under "Personal Necessity Charged Against Sick
153 Leave."

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155 17.8 Unpaid Leave of Absence

156 The District may grant classified employees an unpaid leave of absence, not to exceed six (6)
157 months for the following reasons:

- 158 (1) to recuperate from illness or injury (after exhaustion of sick leave),
- 159 (2) for personal not-for-profit business,
- 160 (3) for extended travel, and
- 161 (4) in accordance with the Family and Medical Leave Act (FMLA), California Family Rights
162 Act (CFRA), and Pregnancy Disability Leave (PDL).

163

164 17.9 Personal Absence

165 If an employee is unable to report for duty on any scheduled work day, it is the employee's
166 obligation to inform the employee's supervisor of such absence within 30 minutes prior to the
167 beginning of his/her scheduled shift via the facility department sick-line. Failure to appear for duty
168 without notifying the supervisor in such time shall be considered an unpaid absence for the time

169 not at work and subject to occurrence points under the attendance accounting procedure. If
170 employee fails to contact his/her supervisor or the Office of Human Resources within three (3)
171 work days, the absence may be considered "job abandonment" and may result in termination of
172 employment.

173

174 17.10 Absences for Religious Holidays

175 The District shall grant leave of absence for religious holidays in accordance with the California
176 Fair Employment and Housing Act.

177

178 17.1 Unpaid Pregnancy Disability Leave (PDL)

179 The District shall provide unpaid Pregnancy Disability Leave in accordance with applicable state
180 (California Family Rights Act –CFRA) and federal (Family and Medical Leave Act – FMLA) laws.
181 The employee may use any accrued and available paid sick leave to supplement the unpaid
182 pregnancy disability leave.

183

184 An employee who is disabled and physically unable to work because of pregnancy, childbirth, or
185 a pregnancy-related medical condition shall be entitled to up to four (4) months unpaid Pregnancy
186 Disability Leave. The leave can be taken before or after the birth, during any period the
187 employee's medical provider designates as time off needed due to a pregnancy-related disability.
188 All leave taken in connection with a specific pregnancy counts toward computation of the four-
189 month period.

190

191 The employee may be granted Pregnancy Disability Leave in addition to any leave she may be
192 entitled under FMLA and CFRA. Pregnancy Disability Leave shall run concurrently with any
193 leave the employee may be entitled to under FMLA. The employee may apply for Pregnancy
194 Disability Leave by contacting the Office of Human Resources.

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196 17.12 Parental/Child Rearing Leave

197 17.12.1 Definition of Parental Leave: For the purposes of this Article, "parental leave" is defined
198 as leave for reason of the birth of a child of the employee in connection with the
199 adoption or foster care of the child by the employee.

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201 **Eligibility for Parental Leave**

202 17.12.2 All full-time and part-time employees who have been employed for 12 months with the
203 Employer are entitled to utilize parental leave.

204 17.12.3 Unit members shall be entitled to twelve (12) workweeks of parental leave in any twelve
205 (12) month period.

206 17.12.4 The unit member is entitled to take parental leave in intermittent periods within the 12-
207 month period; however, the aggregate amount of parental leave taken shall not exceed
208 12 workweeks in the 12-month period.

209 17.12.5 The unit member is entitled to use his or her regular accrued paid sick leave in taking
210 parental leave, if the employee chooses to do so.

211 17.12.6 The unit member must first use his or her regular accrued paid sick leave, and then,
212 when this accrued leave is exhausted, the employee is entitled to use parental leave,
213 for a total of 12 workweek in any 12-month period. The unit member shall be
214 compensated at no less than 50 percent of the employee's regular salary for the
215 remaining portion of the 12-workweek period of parental leave.

216 17.12.7 The unit member is also entitled to use his or her accrued vacation or comp time in lieu
217 of the supplemental parental sick leave pay in order to achieve fully paid days after sick
218 leave is exhausted, if the employee chooses to do so.

219 17.12.8 Paid parental leave under this Article runs concurrently with unpaid parental leave
220 under the California Family Rights Act (CFRA) and the federal Family and Medical
221 Leave Act (FMLA) for a total of 12 workweeks during any 12-month period.

222 17.12.9 Paid parental leave under this section is in addition to leave taken for disability due to
223 pregnancy, childbirth or related medical condition, which may be taken in accordance
224 with Article 17.11.

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226 **17.13 Family and Medical Leave Act**

227 The District is not required to provide employees time off for religious holidays, except those that
228 are board authorized. Employees who observe recognized religious holidays shall be granted
229 time off as an accommodation in accordance with California state law.

230 Qualified classified employees shall be granted unpaid, job-protected leave for specified family
231 and medical reasons with continuation of group health insurance coverage under the same terms
232 and conditions as if the employee had not taken leave.

233 FMLA Eligibility

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235 Eligible employees are entitled to up to twelve (12) workweeks of unpaid leave in a 12-month
236 period for:

- 237 (1) the birth of a child and to care for the newborn child within one year of birth;
- 238 (2) the placement with the employee of a child for adoption or foster care and to care for the
239 newly placed child within one year of placement;
- 240 (3) to care for the employee's spouse, designated person, child, or parent who has a serious
241 health condition;
- 242 (4) a serious health condition that makes the employee unable to perform the essential
243 functions of his or her job; a "serious health condition" is defined as an injury, illness or
244 hospital stay resulting in an absence of in excess of three (3) consecutive workdays (four
245 (4) or more workdays).
- 246 (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter,
247 or parent is a covered military member on "covered active duty;" OR
- 248 (6) to care for a covered service member with a serious injury or illness if the eligible
249 employee is the service member's spouse, son, daughter, parent, or next of kin (military
250 caregiver leave).

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252 17.14 California Family Rights Act

253 The District shall comply with the California Family Rights Act. Qualified classified employees
254 shall be granted unpaid, job-protected leave for specified family and medical reasons with
255 continuation of group health insurance coverage under the same terms and conditions as if the
256 employee had not taken leave.

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258 17.14.1 CFRA Eligibility

259 Eligible employees are entitled to up to twelve (12) workweeks of unpaid leave in a 12-month
260 period to:

- 261 (1) to care for or bond with a newborn, adopted or foster child within one year of birth or
262 placement of the child in the employee's home;
- 263 (2) to care for the employee's spouse, child, parent, designated person or domestic partner who
264 has a serious health condition; or
- 265 (3) for an employee's own serious health condition.
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267 17.14.2 A leave of absence for purposes that satisfy both FMLA (Article 17.13) and CFRA shall
268 run concurrently. Unit members shall be limited to twelve (12) workweeks of unpaid leave in a
269 12-month period when these leaves run concurrently.

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271 17.15 Family Engagement & Kinicare Leave

272 The District shall comply with the California laws governing this subject matter. Classified
273 employees, that are the parent, guardian, or grandparent with custody of one or more children in
274 kindergarten or grades 1 to 12, shall be provided up to forty (40) hours unpaid leave each fiscal
275 year, not to exceed eight (8) hours in any calendar month, to participate in activities of the school
276 or licensed child daycare facility of his/her children. To receive pay for days off under this
277 provision the employee may utilize accrued vacation leave, personal necessity leave, or
278 compensatory time.

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280 The employee shall provide reasonable notice to his/her supervisor, prior to taking the time off for
281 planned absence for activities under this provision. Regardless of the number of children in the
282 employee has, he/she can only take off up to 40 hours per fiscal year.

283 The employee, if requested by his/her supervisor, shall provide documentation from the school or
284 licensed child daycare facility as proof that he or she participated in school or licensed child
285 daycare facility activities on a specific date and at a particular time.

286 Employees shall be permitted to use in any calendar year an amount not less than the sick leave
287 that would be accrued during six months at the employee's then current rate of entitlement for the
288 following purposes:

289 (1) Diagnosis, care, or treatment of an existing health condition or, preventative care for, an
290 employee or an employee's family member; or

291 (2) For an employee who is a victim of domestic violence, sexual assault or stalking.

292 Employees utilizing leave for these purposes shall not be required to use all available leave in
293 any single occurrence.

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295 17.16 Leave for Reproductive Loss

296 Definition of Reproductive Loss Leave: For the purposes of this Article, "reproductive loss leave"
297 is defined as leave for a reproductive loss event. A reproductive loss means "the day or, for a
298 multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an
299 unsuccessful assisted reproduction (i.e, an unsuccessful round of intrauterine insemination or of
300 an assisted reproductive technology procedure).

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302 Eligibility for Reproductive Loss Leave

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17.16.2 All full-time and part-time employees who have been employed for 30 days.

17.16.3 Unit members shall be entitled to up to five (5) days of reproductive loss leave (which may be taken nonconsecutively) per reproductive loss event, up to a total amount of twenty (20) days of reproductive loss leave within a twelve (12) month period. Reproductive loss leave must be taken within three (3) months of the reproductive loss event. However, if prior to or immediately following a reproductive loss event, an employee is on or chooses to go on Pregnancy Disability Leave (Gov. Code Section 12945), under the California Family Rights Act, or any other leave entitlement under state or federal law, the employee must complete their reproductive loss leave within three (3) months of the end date of the other leave.

17.16.4 The unit member is entitled to use his or her regular accrued paid sick leave, if the employee chooses to do so.

17.17 Catastrophic Leave

Employees may participate in the catastrophic leave program, which permits employees to donate accrued vacation or sick leave to the catastrophic leave bank.
An eligible employee who is, or whose family member is, suffering from a catastrophic illness or injury may request a donation of vacation and/or sick leave from the leave bank by submitting a request and providing verification of the catastrophic injury or illness to the Office of Human Resources for consideration by the Catastrophic Illness or Injury Committee (see Appendix E).

17.18 Industrial Accident or Illness Leave

An employee suffering an injury or illness arising out of and in the course of his/her employment shall be entitled to a leave not exceeding sixty (60) work days in any one fiscal year for the same accident or illness. The leave shall not be accumulated from year to year, and when the leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

Payments for wages lost on any day shall not, when added to an award granted to the employee under the Workers' Compensation laws of this state, exceed the normal wage for the day.

The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When

337 entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to
338 other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving
339 temporary disability payments under the Workers' Compensation laws of this state at the time of
340 exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her
341 accumulated and available normal sick leave and vacation leave, which, when added to the Workers'
342 Compensation award, provides for a day's pay at the regular rate of pay.