

## Section 8.5: WORKDAY AND WORKWEEK

The District and the Association recognize the principle of an eight (8) hour unit member workday, and a forty (40) hour workweek for persons employed on a full-time basis during the regular school year.

- 8.5.1. Full-time classroom teachers shall be required to remain on site for a minimum of six (6) hours and thirty-five (35) minutes a day, exclusive of a duty-free lunch period. The duty-free lunch period shall be a minimum of thirty (30) minutes. (See Appendix H for part-time certificated assignments.)
- 8.5.2. The Parties recognize that the services performed by non-classroom certificated staff such as Counselors, Library Media Teachers, School Nurses and similar non-classroom positions contribute substantially to the instructional program and may require that services be provided outside of the six (6) hour and thirty-five (35) minute day but within the forty (40) hour week. The Parties also recognize that unit members' morale and collegiality requires that work hours be as equitable as possible. (See Appendix H for part-time certificated assignments.) To this end, the Parties agree that:
  - 8.5.2.1. It is expected that non-classroom unit members remain on site when their assignments, or other scheduled responsibilities connected with their assignments, occur after the six (6) hour and thirty-five (35) minute day. However, it is not expected that such unit members would routinely be required, to remain on site for eight (8) hours each school day or to obtain daily approval to leave site prior to the expiration of an eight (8) hour day.
  - 8.5.2.2. Mutual arrangements between such unit members and their supervisors should be worked out for the year.
  - 8.5.2.3. Unit members covered by this Section shall be entitled to a minimum thirty (30) minute duty-free lunch period minutes and, on days when such unit members are required to remain on site for eight (8) hours, are entitled to two (2) fifteen (15) minute rest periods per day.
  - 8.5.2.4. This contract language is meant to provide unit members covered by this provision with a greater degree of professional discretion with respect to their workday. It is understood that all necessary professional services to staff, students, and parents will continue to be provided by such unit members and that such unit members will ensure that they build adequate planning and preparation time into their schedules.
- 8.5.3. The balance of the forty (40) hour workweek shall include as responsibilities: a reasonable number of meetings, conferences, departmental activities, site planning, evaluation and instructional activities, open houses and staff development activities as determined by the principal.
- 8.5.4. The schedule of work hours for unit members at each site shall be determined solely by the supervisor, consistent with the provisions of this Agreement.
- 8.5.5. Within the forty (40) hour workweek, supervisors shall have the right to call and require attendance at a reasonable number of staff meetings.
- 8.5.6. Early Childhood Education teachers assigned to a Child Development Center shall be required to remain on site for seven (7) hours and thirty (30) minutes a day, exclusive of a minimum thirty (30) minute, duty-free lunch period, with the balance of duties and responsibilities as assigned, including a thirty (30) minute preparation/relief time.

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## TEACHER/STAFF ABSENCES

When a teacher or staff member is absent, the Substitute Assignment Management System (SAMS) at (619) 297-0304 must be called. SAMS will make every attempt to secure a substitute for you.

A Leave slip will be placed in your mailbox following your absence except for District Business and Jury Duty absences which require pre-authorization and a different form. If you have any questions about absences and procedures at Mann, please feel free to speak with the Administrative Assistant.

**Illness** – Personal illness or medical appointments

**Personal Necessity** – Personal necessity may be used for some very specific reasons, which include illness of a family member, extension of bereavement leave, Paternity/adoption, etc. A complete list can be found in the collective bargaining agreement for your respective bargaining unit or at Administrative Procedure 7136.

**Jury Duty** – You need to call the SAMS system with your absence. Submit a copy of your Court Summons to the timekeeper (Soledad). It will be returned to you with a leave application for you to sign. We will keep a copy of the original summons for Payroll. Return the signed leave form so that it can be signed by the Principal. When you serve your jury duty, make sure that you clock in and out at the courthouse using the timesheet they provide. When you have completed your jury service, please give the courthouse timesheet to the timekeeper.

If you have a particular substitute you would like to have cover your classes, please call them directly to make those arrangements.

**Absence on District Business** – If you are attending a district sponsored or site approved conference or workshop, you will need to complete the appropriate paperwork within the necessary timelines.

### Principal Authorized/Uncharged Leave

**Personal Business (2 hours)** – If you wish to be released from work for two hours or less for personal reasons, please fill out the yellow half sheet request form at the front counter so that the Principal can approve your request. This time is not deducted from your sick leave. If you need more than two hours it would be appropriate for you to take that time off as sick leave or personal necessity time. All requests must be approved PRIOR to the scheduled absence.

**Leaving Prior to the End of Your Work Day** – The collective bargaining agreement requires that you be on campus 15 minutes prior to the start of the instructional day and remain on campus 15 minutes after dismissal. Even though your on campus requirement is 6.5 hours a day, you accrue sick leave based on an 8-hour day. Therefore, in the event that you report to work and leave before 12:45 p.m., the number of hours that you worked will be deducted from an 8-

hour day and the remainder will be charged to your sick leave. (Example: Work from 7:15 a.m. to 10:15 a.m. = 3 hours worked, which means 5 hours will be taken as sick leave.) In this event, you will be given a leave card to complete and return.

### SAMS ABSENCE CODES

When you call in your absence to SAMS at (619) 297-0304 these are the code numbers which correspond to the reasons for your absence.

1. Illness	10. Religious Holiday
2. Personal Necessity/Emergency	11. Court Appearance
3. Bereavement	13. Paternity/Adoption
4. Personal Business (charged to sick leave)	14. Military Leave
5. Vacation (classified only)	15. Unpaid Personal Business
6. Workers Compensation	16. Floating Holiday (classified only)
7. Jury Duty	17. Comp Day
	26. District Business/ Professional Development

## PROCUREMENT OF A SUBSTITUTE

Teachers are responsible for arranging for their own substitutes. Here are some options for securing a substitute when you know in advance that you will be absent – usually in the event of a conference or workshop. A few things of which you need to be aware are: Due to the large number of district conferences and workshops there are frequently insufficient substitute teachers to fill all vacancies. When SAMS calls to secure a substitute, absences due to illness are given a priority and will be filled prior to filling all other absences for that day.

Since Absence on District Business (no matter how valuable the conference or workshop may be) is not the highest priority for SAMS in securing a substitute, we encourage you to arrange for a substitute teacher early. The process for securing a sub for an absence on district business is as follows:

- Complete a “Request for Absence on District Business” form. This should be done as soon as you know you will be out and at least two (2) weeks prior to the conference/workshop.
- Give the form to the Administrative Assistant (Hope) who will secure the principal’s signature (approval). Please include any sub expense information, i.e., who will be paying for the substitute teacher and/or flyer with sub funding information). If the site is paying for the visiting teacher, the Principal will sign for both absence and funding approval. Soledad will return the form to you.
- Secure a substitute. This can be done by one of the following:

1. **You talk directly with the visiting teacher of your choice.** Select a visiting teacher from the preferred sub list. A list of these individuals can be obtained from Soledad or call any visiting teacher you may personally know who is a district-approved visiting teacher and ask them to work for you on the specific date(s) you will be absent. Write the sub’s name and telephone number on the “Request for Absence on District Business” form where indicated. See form diagram.  
Call SAMS at (619) 297-0304 and, following the voice prompts, indicate that you have a preferred sub (the sub ID is their telephone number) who will fill the job AND the system **DOES NOT NEED TO CALL** the sub to confirm (because you have spoken with the desired sub and he/she has agreed to take this assignment). Continue following the voice prompts until you have been given a job number.  
Write the job number on the “Request for Absence” and turn the form in to Soledad who will then be able to complete the electronic timecard so that your sub can be paid.

**OR**

2. **You do NOT talk with the person who is your first choice for a sub.** Select a sub from the preferred sub list (you can get a copy of the list from Soledad or call any visiting teacher you may personally know who is a district-approved visiting teacher. Write the sub’s name and telephone number on the “Request for Absence on District Business” form where indicated. See enclosed form diagram.  
Call SAMS at (619) 297-0304 and, following the voice prompts, indicate that you have a preferred sub (the sub ID is their telephone number) that will fill the job AND the system

DOES NEED TO CALL the sub to confirm. Continue following the voice prompts until you have been given a job number. The system will make several attempts to secure that particular person. If they are unsuccessful in securing that person the system will begin calling other subs. Remember that at this point if you have left this to the last minute, this job may be filled after the absences for illness have been filled. Write the job number on the "Request for Absence" and turn the form in to Soledad who will then be able to complete the electronic timecard so that your sub can be paid.

OR

3. You do not have a preferred sub and want the system to arrange for a visiting teacher. Call SAMS at (619) 297-0304 and, following the voice prompts, indicate that you do not have a preferred sub and would like SAMS to secure a sub for you. Continue following the voice prompts until you have been given a job number. Write the job number on the "Request for Absence" and turn the form in to Soledad who will then be able to complete the electronic timecard so that your sub can be paid.

OR

4. You may order a visiting teacher/substitute by using the district's online system.  
See the enclosed instructions.

#### **IMPORTANT:**

On the day of your conference/workshop, please report to the school site. You will be released to attend your conference/workshop after your visiting teacher has arrived.

**When you need to cancel a job (illness or otherwise) – please remember to ...**

1. Call SAMS at (619) 297-0304 and cancel the job.
2. If the job has been assigned to a visiting teacher already (the system will give you the visiting teacher's name and telephone number) you must call that sub and let him/her know that he/she is not needed. If you cancel the job in SAMS and do not call the sub, when the sub shows up at the school site he/she will be entitled to payment for that day.

Following this plan, things should work out, but there will always be glitches in the process and there will always be ...

Visiting teachers who inadvertently overbook and then are unavailable when the absence is called in to SAMS.

Visiting teachers who cancel and do not call to let us know.

## San Diego Unified School District — Employee Reference Guide

System Phone Number	(619) 297-0304
Help Desk Phone Number	(619) 725-8090
Write your PIN here	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Web Browser URL	<a href="https://subweb.sandi.net">https://subweb.sandi.net</a>

### THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	5:00 – 9:30 pm
Saturday	None	5:00 – 9:30 pm
Sunday	None	5:00 – 9:30 pm
Holidays	None	5:00 – 9:30 pm

### REASONS FOR ABSENCE

Number	Description
1	Illness
2	Personal Necessity
3	Bereavement
4	Personal Business
5	Vacation
6	Workers Compensation
7	Jury Duty
10	Religious Holiday
11	Court Appearance
13	Paternity / Adoption
14	Military Leave
15	Unpaid Personal Leave
16	Floating Holiday
17	Comp Day
21	Union Business
26	Professional Development

### REGISTRATION

To register as a first-time user, create a 6 six digit number (must be different than your ID number) and write it down on this form. Then call (619) 297-0304. When prompted to enter your Access I.D., enter your Employee I.D. followed by the star (\*) key. When prompted to enter your PIN, enter your Employee I.D. **AGAIN**, followed by the star (\*) key.

- When prompted the system will ask you to record your name followed by the star (\*) key  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hang-up
- System will list your work locations and job descriptions. If they are not accurate, contact the help desk
- At the prompt that asks you to enter your new PIN number, enter the number you created and then press the star (\*) key.
- PRESS 1** if Correct  
**PRESS 8** to Re-enter  
**PRESS 9** to Exit and hang-up

## TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** (your six digit **Employee ID**), followed by the star (\*) key.
2. Enter your **PIN** (Personal Identification Number), followed by the star (\*) **Note:** If you forget your PIN, refer to *PIN Reminder* under *Web Browser Access Instruction Sign In* on page 4.

## MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN/Re-record Name
- 9 – Exit and hang-up

### WORK AT MULTIPLE LOCATIONS?

If you pressed 1 to Create an absence

1. Enter the location code followed by the star (\*) key or wait to hear a list of locations
2. **PRESS 1** to Accept location choice  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options

### 1 — TO CREATE AN ABSENCE

1. Enter dates for the absence  
**PRESS 1** if the Absence is only for today  
**PRESS 2** if the Absence is only for tomorrow  
**PRESS 3** to Enter the dates and times for the absence  
**PRESS 9** to Exit to menu options
2. If you pressed 3 to Enter Dates and time  
Enter Start Date  
**PRESS 1** to Accept the date offered  
**PRESS 2** to Enter start date  
Enter two digits for the month and two digits for the day (MMDD) **PRESS 9** to Exit to menu options  
  
For all options  
Enter Start Time  
**PRESS 1** to Accept offered time  
**PRESS 2** to Enter time  
Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit to menu options. Repeat procedure for end date and time
3. Enter the reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
4. Record Special Instructions  
**PRESS 1** to Record special instructions. Press the star (\*) key when done **PRESS 2** to Bypass this step
5. Is a Substitute Required?  
**PRESS 1** if a substitute is required  
**PRESS 2** if a substitute is not required  
**PRESS 9** to Exit to menu options

6. If you **pressed 1**, a substitute is required  
**PRESS 1** to Request a particular substitute. Enter the Substitute Employee ID, followed by the star (\*) key  
    **PRESS 1** to Accept requested substitute  
        **PRESS 1** if the Substitute should be called  
        **PRESS 2** if the Substitute has already agreed to work and does not need to be called  
        **PRESS 9** to Exit to menu options  
    **PRESS 2** to Re-enter  
**PRESS 2** to Bypass requesting a substitute
7. Complete Absence  
    **PRESS 1** to Receive the job number  
        **Record the Job Number. The Job Number is your confirmation.**  
        **PRESS 1** to Hear the job number again  
        **PRESS 9** to Exit to menu options  
    **PRESS 2** to Review absence information

## **2 — TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS**

1. Hear the job information  
    **PRESS 1** to Hear absence information again  
    **PRESS 2** to Modify special instructions  
    **PRESS 3** to Cancel the absence  
    **PRESS 8** to Hear the next absence  
    **PRESS 9** to Exit to menu options
2. If you **pressed 2** to Modify special instructions  
    **PRESS 1** to Delete  
    **PRESS 2** to Re-enter  
        Record instructions. Press the star (\*) key when done  
        Hear the new instructions  
        **PRESS 1** if Correct  
        **PRESS 2** to Re-enter  
        **PRESS 9** to Exit  
    **PRESS 9** to Exit and hear next absence
3. If you **pressed 3** to Cancel the job  
    **PRESS 1** to Confirm the cancellation request  
    If a substitute is assigned to the absence  
        **PRESS 1** for the System to call the assigned substitute  
        **PRESS 2** to Not have the system call the substitute  
        **PRESS 9** to Exit and hear next absence  
    **PRESS 9** to Exit and hear next absence (without canceling)  
    Once you confirm a request to cancel the job, you **MUST** wait for the system to say "*Job Number has been cancelled.*"

## **3 — TO REVIEW WORK LOCATIONS AND JOB DESCRIPTIONS**

1. Hear a list of your work locations and job descriptions  
    **PRESS 9** to Exit to menu options (number will not be changed)

## **4 — TO CHANGE PIN OR RE-RECORD NAME**

1. **PRESS 1** to Change your PIN  
    **PRESS 2** to Change the recording of your name  
    **PRESS 9** to Exit to menu options

2. If you **pressed 1** to Change your PIN  
Enter a new PIN at least six (6) digits in length, followed by the star (\*) key **PRESS 1** if  
Correct  
**PRESS 8** to Re-enter  
**PRESS 9** to Exit to menu options
3. If you **pressed 2** to Change the recording of your name Record your name. Press  
the star key (\*) when done  
**PRESS 1** to Accept  
**PRESS 2** to Re-record name  
**PRESS 9** to Exit to menu options

## WEB BROWSER ACCESS INSTRUCTIONS SIGN IN

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your **Access ID** and **PIN**. Review additional announcements on your home page, if any.

## PIN REMINDER

If you forget your PIN, click on the “**Forgot your PIN**” link at the login screen and follow the instructions. Your PIN will be immediately sent to the email account registered in SmartFindExpress if you have entered your email address in the past into your profile.

**Note:** The user must be registered with the system to use this option.

## TO CREATE AN ABSENCE

Choose the *Create an Absence* link

**Important Note: Items in Bold are required to complete an Absence and receive a Job Number.**

- **Select the Location**
- **Select the Classification**
  - o Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
- **Indicate if a substitute is required for this absence**
  - o Choose Yes or No
- **Select Start and End Dates for your absence**
  - o Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
  - o To change defaults, enter time in HH:MM am or pm format
  - o Ensure that the correct time is entered. If the times for the substitute are different from the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the *Modify Schedule* button.
  - o Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - o Modify daily schedule and/or times for absence and substitute
  - o Select the *Continue* button
- Request a particular substitute
  - o Enter the substitute's Employee ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
  - o Yes = substitute is prearranged and will not be called and offered the job
  - o No = call will be placed and the substitute will be offered the job

- Enter special instructions for the substitute to view
- Select the **Continue** button
- Select the **Create Absence** button to receive a Job Number. Please record this Job Number.

#### TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen.

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing

#### SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

**Important Note:** Do NOT use the browser's *BACK* button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* button



San Diego Unified School District  
Substitute Management Unit  
4100 Normal Street  
San Diego, CA 92103

SAMS (619) 297-0304  
Help Desk (619) 725-8090  
Fax (619) 686-6650  
Email: [subhelp@sandi.net](mailto:subhelp@sandi.net)

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EMPLOYEE ID:

NAME (LAST, FIRST):

LOCATION #:

☐ CERTIFICATED

☐ CLASSIFIED

☐ FOOD SERVICES

**ABSENCE DATES:**

FROM DATE

TO DATE

--	--

# OF DAYS

HOURS/DAY\*

TOTAL HOURS

--	--	--

\*8 HOURS/DAY =  
FULL TIME ASSIGNMENT

**TIMEKEEPER: SEE BELOW  
FOR TIME REPORTING  
CODES TO BE USED.**

**PHYSICIAN'S CERTIFICATION:**

NORMALLY REQUIRED FOR ABSENCES OF MORE  
THAN 5 DAYS. MAY BE REQUIRED FOR ANY ABSENCE  
IF REQUESTED BY ADMINISTRATOR.

I CERTIFY THAT THE ABOVE NAMED PERSON WAS UNABLE TO WORK  
DURING THE ABOVE PERIOD

PHYSICIAN'S SIGNATURE

CA LICENSE #

I CERTIFY THAT THE INFORMATION STATED ON THIS CARD IS TRUE

EMPLOYEE'S SIGNATURE

DATE

APPROVAL SIGNATURE

DATE

TIMEKEEPER SIGNATURE

DATE ENTERED IN TIME & LABOR

**TYPE OF LEAVE:**

☐ SICK ☐ PERSONAL BUSINESS DAYS  
☐ DAY 1 ☐ DAY 2

☐ ADOPTION, ADDITIONAL LEAVE- SDEA ONLY

☐ PATERNITY, ADDITIONAL LEAVE- SDEA ONLY

☐ **PERSONAL NECESSITY:**

☐ FAMILY SCHOOL PARTNERSHIP ☐ ACCIDENT

☐ ADOPTION OF CHILD

☐ COURT APPEARANCE

☐ FAMILY ILLNESS

☐ RELIGIOUS HOLIDAY

☐ BEREAVEMENT-OTHER

☐ ACT OF NATURE

☐ BEREAVEMENT- EXTENSION

☐ PERSONAL/FAMILY RESPONSIBILITY

☐ OTHER

**GENERAL INSTRUCTIONS:**

The absences reported on this card are charged against the employee's sick leave bank.

**Adoption-Additional Leave and Paternity-Additional Leave** are for SDEA members and are charged against accumulated sick leave.

**SDEA and AASD no longer have Personal Business Days and members of these bargaining units should instead use Personal Necessity.**

For sick leave, failure of the employee to obtain the certification of a licensed physician when required shall result in the absence being charged to unpaid leave and may be grounds for disciplinary action.

In the event that there is a concerted withdrawal of services by employees, it shall be the district's policy to require a physician's certification from any employee who is absent on the date of such withdrawal or services, and who applies for sick leave benefits.

**Refer to appropriate collective bargaining contracts and district administrative procedures #7130, #7134, and #7136 for specific details of available benefits.**

**TIMEKEEPERS:**

Based on the table below, please report the absences in Time and Labor with the Time Reporting Code that corresponds to the Type of Leave selected.

Accident	PRN	Bereavement Other	PRN	Half Pay Sick Leave-Classified	LHS	Personal Necessity	PRN
Act of Nature	PRN	Court Appearance	PRN	Other	PRN	Religious Holiday	RH
Adoption-Additional Leave	SAL	Family Illness	PRN	Paternity-Additional Leave	SPL	Sick Leave	SLF
Adoption of Child	PRN	Family School Partnership	PRN	Personal Business Days	PRB		
Bereavement Extension	PRN	Half Pay Sick Leave-Certificated	SLH	Personal/Family Responsibility	PRN		

After reporting this leave into Time and Labor, this card must be filed at the site.

**Do not send this card to Payroll. Each site is responsible for maintaining their own absence forms.**



## Absence Request

ID:       Name (Last, First, Middle): \_\_\_\_\_ Date: \_\_\_\_\_  
 School or Dept: \_\_\_\_\_ Location No.:       Position Title: \_\_\_\_\_

### Absence Dates:

FROM DATE

TO DATE

No. of  
 Days: \_\_\_\_\_

No. of  
 Hours\*: \_\_\_\_\_

\*8 hours/day = Full time assignment

☐ Cancel/Change a  
 Previous Request

Previous  
 Dates: \_\_\_\_\_

### Check Reason for Absence Request:

- ☐ Vacation  
(Proc. Nos. 7260, 7269, 7436, 7635)
- ☐ Floating Holiday  
(Proc. No. 7435)
- ☐ Professional and Personal Improvement  
(Proc. No. 7630)
- ☐ Sick Leave Incentive  
(Classified Employees Only)
- ☐ 2-hour Personal Business
- ☐ Reduction In Work Year (RWY)

### Authorization:

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Approval Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Timekeeper Signature

\_\_\_\_\_  
 Date Entered in Time & Labor

### Timekeeper Instructions:

Based on instructions below, please report the absences in Time and Labor with the Time Reporting Code that corresponds to the Type of Leave selected on this form.

**Vacation:** Employee completes form to request vacation days or cancel previous request and submits to principal or department head for approval. Report as **VAC**.

**Floating Holiday:** Monthly **Classified** employee (including classified managers/supervisors) completes form to request floating holiday in lieu of Admission Day, or to cancel a previous request. **See employee contracts for eligibility.** Submits form to principal/department head for approval. **Maximum Allowance:** 1 day/fiscal year, non-accumulative. **Must be taken as a single day off or in increments of not less than one-half day, as determined by the number of hours in the employee's workday.** Report as **FLH**.

**PPI:** Employee completes form to request release time for purposes of professional and personal improvement. Submits form to principal or department/division head for approval. Refer to appropriate collective bargaining agreement contracts for specific details of available benefits. Report as **PPI**.

**Sick Leave Incentive:** Applies to classified employees in OSS, OTBS, Police Services and Paraeducators units. Those unit members having perfect attendance during one complete fiscal year shall be entitled to one paid day of leave for personal, professional improvement during the next fiscal year. The CLSLI day does not accrue from year to year, and must be taken prior to June 30th. Report as **CLSLI**.

**Two-hour Personal Business:** Employee completes form to request two hours of personal business. Report as **PB2HR**.

**Reduction In Work Year:** For AASD members who do not have Reduction In Work Year days embedded in their work year will submit this form for dates on which the 5-day work year reduction will occur. Report as **RWY**.

**Retain card at site. Do not submit to Payroll.**



## Certificated Time Card (C1)

**Week of (Beginning with Monday):**

**Employee**

Name (Last, First):

Employee ID Number:

Location Name and Number:

Position Title:

Combo Code:

### Attendance Reporting

Mark time in and time out for each day worked (i.e. 8 a.m. in and 10 a.m. out). In type of work below, mark total hours worked each day based on these times.

Date: (MM-DD-YY)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time in							
Time out							
Time in							
Time out							

Type of Work-Insert Time Reporting Code (TRC) for service performed and total hours based on in/out times above.

TRC from List Below	Total HRS						
<b>Total</b>							

Reason for Hours Worked

### Signatures

**Employee Signature**

*By signing, I certify that the information I provided is accurate and true.*

**Date**

**Date**

**Approval Signature**

*I certify this to be an accurate statement of services rendered by this employee.*

**Date**

**Timekeeper Signature**

**Time Reporting Codes (Refer to SDEA Collective Bargaining Agreement and Management Salary Rules for guidance on services rendered and applicable rates of pay.)**

<b>AED</b> Adult Ed	<b>EDR</b> Extd Day Read	<b>SPV</b> Supervision	<b>WKM</b> Wkshp Mgmt
<b>H</b> Classrm Hrly	<b>HMG</b> Hrly Mgmt	<b>SPE</b> Supervision After 6pm	<b>WKP</b> Wkshp Presenter
<b>CRW</b> Curriculum Writ	<b>NHM</b> Non-Hrly Mgmt	<b>TUT</b> Tutoring	<b>WPC</b> CDC Wkshp Presenter
<b>CSP</b> CDC Spec Proj	<b>NCT</b> Non-Class Tchg	<b>WCC</b> CDC Wkshp Attend	<b>WPS</b> Wrkg Prep as Sub
<b>EDM</b> Extd Day Math	<b>SAT</b> Saturday Schl	<b>WKC</b> Wkshp Certificated	<b>PRO</b> Pro-Rata
<b>PTCL</b> Prime Time Classroom Hourly	<b>MOV</b> Facility Move-VT Rate		
<b>PTTU</b> Prime Time Tutoring Hourly			
<b>CHR</b> Certificated Regular Time-Hourly Employees Only-Will not pay on a salaried job.			



# Classified Time Card (L1)

**Week of (Beginning with Monday):**

## Employee

N. (Last, First):

ID Number:

Location Name and Number:

Position Title:

Combo Code:

## Attendance Reporting

Enter time in and time out for each day worked (i.e. 8 a.m. in and 10 a.m. out). In type of work below, enter total hours worked each day based on these times.

**Note:** All overtime must be pre-approved by your manager.

Date: (MM-DD-YY)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time in							
Time out							
Time in							
Time out							

**Type of Work (add total hours under day worked based on times above)**

Classified Hourly Pay TRC=LHR							
Extra Time TRC=EXTRA							
Overtime Straight TRC=OTS							
Overtime and a Half TRC=OTH							
Overtime Double TRC=OTD							
Workshop TRC=WKL							
Workshop Overtime TRC=WKLOT							
<b>Total Hours</b>							

Reason for Hours Worked:

## Signatures

### Employee Signature

By signing, I certify that the information I provided is accurate and true.

Date

### Supervisor Approval Signature

I certify this to be an accurate statement of services rendered for this employee.

Date

### Manager Approval Signature (This signature is required for overtime)

I certify this to be an accurate statement of services rendered for this employee.

Date

### Timekeeper Signature

Date

<b>Classified Hourly Pay</b>	<b>Classified Hourly Employees Only-Will not pay on a salaried job</b>
<b>Extra Time</b>	Time worked in addition to the normal work day up to 8 hours per day.
<b>Overtime and a Half</b>	1.5 x Hourly Rate-all time in excess of 8 hours per day or 40 hours per week.
<b>Overtime Straight</b>	1 x Hourly Rate
<b>Overtime Double</b>	2 x Hourly Rate
<b>Workshop</b>	\$10.50 per hour for workshop attendance
<b>Workshop OT</b>	\$15.75 per hour for overtime workshop attendance





**San Diego Unified**  
SCHOOL DISTRICT

NO: 7130

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EFFECTIVE: 1-29-62

REVISED: 2-3-12

**ADMINISTRATIVE PROCEDURE**

CATEGORY: Personnel, Leaves/Absences

SUBJECT: Sick Leave

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**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing the use of sick leave benefits by contract certificated or monthly classified employees. Hourly employees are *not eligible for sick leave benefits*.

**2. Related Procedures:**

Industrial accident and illness leave.....	7131
Withdrawal of services by employee.....	8450
Personal business leave.....	7134
Personal necessity leave.....	7136
Mandatory reports for employee injury or illness on the job.....	5170

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: I-1360, I-2100, I-2200, I-2250, J-8500; Education Code Sections 44931, 44964, 44977-44981, 45190-45196, 45199-45202; California Code of Regulations, Title 5, Section 5601; Employment Regulations for the Classified Service of the San Diego Unified School District; Collective Negotiations Contracts.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Payroll Department, Finance Division, .
2. **Definitions**
  - a. **Sick leave:** The allowance made to an employee to cover absence from duty because of illness, injury, exposure to contagious disease as set forth in Education Code and for the unit member's medical/dental appointments.
  - b. **Monthly employees:** Contract certificated *and* monthly/salaried classified employees.
3. **Sick Leave Accrual and Allowances for Monthly Employees**

SUBJECT: **Sick Leave**

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- a. Earned sick leave is credited in hours each month to each monthly employee's account by computer program. Leave balances are printed on monthly pay warrants and/or may be viewed by departments on leave accrual reports in PeopleSoft.

**Exceptions:** Eleven-month employees do not accrue sick leave in August and ten-month employees do not accrue sick leave in July and August.

- b. Accrual is based on the sum of the employee's position equivalents on the date when credits are recorded, with eight hours recorded for a full-time (1.00 position equivalent) assignment.
- c. Classified employees assigned to monthly positions during summer sessions accrue sick leave hours in accordance with the length of assignment and percentage of time assigned per day.

Employees in an unpaid status for any reason for more than 15 days in a month shall not accrue sick leave during the unpaid period of absence.

e. **Sick Leave Allowances**

Work Year	Full-Salary Sick Leave Earned (accumulated without limit)				Half-Salary Sick Leave (noncumulative) Earned Per Year		Annual Maximum Combined Allowance†	
	Per Month		Per Year†					
	Days	Hours*	Days	Hours*	Days	Hours*	Days	Hours*
10-month	1	8	10	80	100	800	110	880
11-month	1	8	11	88	100	800	111	888
12-month	1	8	12	96	100	800	112	896

† An employee serving for less than a full assignment year will have that year's allowance prorated for the number of months of actual service.

‡ An employee who has accumulated full-salary sick leave greater than the annual maximum combined allowance shall not be eligible for additional half-salary sick leave but may take the entire accumulated full-salary sick leave in one fiscal year.

\* Assuming a *full-time assignment*. A proportionate number of hours is granted for part-time assignments.

**Exception: OTBS unit members accrue sick leave based upon the following:**

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- 1) **Any unit member whose full-time equivalent (FTE) is greater than one-half (.5) FTE shall accrue eight (8) hours per month.**
  - 2) **Any unit member whose FTE is one-half (.5) or less shall accrue four (4) hours per month.**
4. **Sick Leave Accrual and Allowances for Summer School/Intersession Teachers**
- a. Summer school and intersession teachers serving in summer school assignments of five hours per day shall accrue four hours of sick leave for every fifty hours in paid status during summer school or intersession assignment. Full-salary sick leave accumulated during the regular school year, charged at a rate of five hours per day, may be used.
  - b. Summer school and intersession teachers serving in summer school assignments of six hours and thirty five minutes per day shall accrue four hours of sick leave for every two weeks of a summer school or intersession assignment. Full-salary sick leave accumulated during the regular school year, charged at the rate of eight hours per day, may be used.
5. **Transfer of Accumulated Sick Leave (Certificated Employees).** A *certificated* employee who previously worked for another California school district may have accumulated sick leave from the former district transferred to San Diego Unified School District provided the following conditions are met:
- a. Employment in the previous district as a certificated employee was for at least one year.
  - b. Employment with San Diego Unified School District began within one year after terminating from the previous district.
  - c. Employment with San Diego Unified School District began on or after September 17, 1965.
6. **Transfer of Accumulated Sick Leave (Classified Employees).** A *classified* employee who previously worked for another California school district may have accumulated sick leave from the former district transferred to San Diego Unified School District, provided the following conditions are met:
- a. Employment in the previous district was for a period of one calendar year or more.

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- b. Termination of employment with the previous district was for the sole purpose of accepting a position in San Diego Unified School District.
  - c. Employment in San Diego Unified School District began within one year of termination from the other school district.
7. **Reinstatement of Accumulated Sick Leave.** A monthly employee in permanent status who resigns and is reemployed in monthly status within thirty-nine months of the last date of monthly paid service shall have all accumulated, unused, full-time sick leave credits restored to a current sick leave account as of the date he/she reports for duty.
8. **Use of Sick Leave**
- a. **New monthly employees** become eligible for full-salary and half-salary sick leave on the effective day of their appointments provided that they in fact report for duty. Employees may incur a negative balance in their sick leave accounts not to exceed their projected annual sick leave allowance for that particular fiscal year (one day per month of service remaining until next July 1). Sick leave balances are printed monthly on each employee's monthly pay warrant. If an employee terminates employment with the district, a reduction in the final pay warrant will be made to cover any negative balance in the sick leave account.
  - b. **Personal emergencies.** Use of accumulated full-time sick leave for personal emergencies is limited to eight days in any fiscal year (Procedure 7136).
  - c. **Personal business days.** Use of accumulated full-time sick leave for personal business days is limited to two days in any fiscal year (Procedure 7134).  
  
Exception: SDEA unit members may use up to three days of accumulated sick leave for personal business in any fiscal year.
  - d. **Sick leave while on vacation.** An employee who, while on paid vacation, has suffered a disability due to injury or illness may substitute sick leave for vacation pay for each day of such disability and/or restriction. A physician's certification may be required on an "Absence Request" form (E.1.).
  - e. **Quarantines.** Employees unable to perform their duties due to legally established quarantines shall be entitled to the same leave as though personally ill, provided a certificate from the County Department of Health Services is filed verifying the quarantine.

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- f. **Use of sick leave during convalescence.** During illness or while convalescing, if able to perform normal duties of the job on a reduced-hour basis, an employee may be authorized by the department head to return to work on a part-time basis and make application for sick leave benefits for the remainder of the day. Certification of the employee's physician is normally required.
- g. **Service credit for unused sick leave at retirement** is granted to school employees who are members of the STRS and PERS retirement systems:
- (1) **STRS:** A member who retires after leaving district employment will be granted service credit for each day of accumulated, full-salary sick leave at the time of separation.
  - (2) **PERS:** A member whose effective date of retirement is within four months of the last day of paid service or termination of an approved leave of absence will receive .004 year of service credit for each unused day of full-salary sick leave at the time of retirement.
  - (3) Effective November 1, 1996, service credit for unused sick leave at retirement is granted to sworn monthly peace officer regardless of the PERS starting date.

**Note:** Retiring employees may not convert accrued vacation hours to sick leave hours for the purpose of increasing retirement service credit.

9. **Limitations on Use of Half-Pay and Accumulation of Full-Pay Sick Leave.** An employee can continue an absence in half-salary sick leave allowance from the previous year remaining as of June 30. An additional 100 days of half salary sick leave for a total of 110-112 days of leave *each fiscal year with no carryover from previous year balances* (new language). For employees continuing on half salary sick leave into a new fiscal year, no full sick leave accrual until return to work (100 days only). Certificated employees are limited to 100 days of half-pay sick leave per illness or accident as defined in Education Code Section 44977. Vacation time cannot be used to reinstate a new fiscal year's entitlement. At that time, full-salary and half-salary sick leave allowance will be established as of that date for the new fiscal year. Any half-salary sick leave already taken since July 1 of the new fiscal year shall be deducted from the new half-salary sick leave allowance.
10. **Notification of Absence on Sick Leave.** In order to receive sick leave benefits while absent on sick leave, employees shall notify their supervisor of their intended absence for each day of absence. Unless conditions make notification impossible, such daily notice shall be in accordance with site or departmental procedures. The burden of proof of impossible conditions shall be upon the employee.

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- 11. Applications for Sick Leave Benefits.** Absent employees must submit a leave application card to the principal/department head within ten days after return to duty or after termination of period of disability.
- a. The card must be signed by the employee and principal/department head.
  - b. If illness or injury at any one time exceeds five workdays, the card must normally be signed by a licensed physician. If for any reason a licensed physician is not consulted when required, a personal statement by the employee setting forth the nature of the illness or injury must be submitted to the Human Resource Services Division, and shall be subject to approval by a physician designated by the district. For exceptions applying to absences during withdrawal of services, see C.11.d. (Requirements of this section shall not discriminate against evidence of treatment and need therefore by practice of the religion of any well-recognized church or denomination.)
  - c. The card must be signed by a licensed physician for absences of five days or less at the request of the principal or department head if in his/her judgment, such certification is deemed appropriate.
  - d. In the event there is a concerted withdrawal of services by employees, it shall be district policy to require a physician's certification from *any employee* who is absent on the date of such withdrawal of services and applies for sick leave benefits; C.11.b. will not be operable. (Administrative Procedure 8450.)
  - e. Failure by the employee to consult a physician or obtain certification of a licensed physician when required, or to obtain district approval of a personal statement of illness or injury, shall result in the absence being charged to unpaid leave and may be grounds for disciplinary action.
  - f. The district-appointed physician may, at district expense, require a complete report from the employee's physician concerning any absence for which sick leave benefits have been requested. Such requests by district officials must be submitted to the Human Resource Services Division, which will arrange for a physician to communicate with the employee's physician. Interpretation of information provided by the employee's physician is the sole responsibility of the district-designated physician.
  - g. An employee whose illness or injury occurs as a result of employment with the district must submit an industrial accident leave benefits application (Procedure 7131).
- 12. Absences of Thirty Days or More.** Each employee absent for thirty or more consecutive calendar days shall secure written clearance of his/her private physician

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indicating fitness to resume normal duties and submit it to the principal/department head at least three days prior to return to duty. The principal/department head shall notify the employee on extended absence of these requirements. (D.3.)

### 13. Sick Leave Reporting

- a. **Regular school year.** Sick leave absences are recorded in the PeopleSoft Time and Labor system in *hours*, with *eight hours* representing a full-time (1.00 position equivalent) assignment. Absences may be recorded in units of one-tenth of an hour, although absences for two hours or less may be considered personal business leave for monthly employees. Such leave is limited to two hours or less (Procedure 7134). A full day's absence will be eight hours for a full-time employee, six hours for a three-fourths-time employee, and four hours for a half-time employee.

Exception: AASD exempt unit members shall not report partial day absences.

- b. **Summer school and intersession.** Classified employees on monthly pay rates report sick leave in the same manner as during the regular school year. Certificated employees who elect to use sick leave accrued during the regular school year to cover absences during summer session or intersession are charged at the rate of 5 hours per day or 8 hours per day, depending on summer assignment, of sick leave for each date absent. (C.4.)

## D. IMPLEMENTATION

### 1. Transfer of Accumulated Sick Leave

- a. **Human Resource Services Division** screens employment of all new employees at time of hire; sends form letter, "Request for Notification of Accumulated Sick Leave Benefits" (E.2.), to previous school district when conditions outlined in C.5. or C.6. are met.
- b. **Payroll Department** prepares computer input to credit employee's sick leave account in PeopleSoft with sick leave amounts verified by previous districts.

### 2. Recording of Sick Leave Accrued. Payroll Department:

- a. Runs accrual processes in PeopleSoft based on rules driven criteria in accordance with district policies.
- b. Establishes accruals for monthly employees and for summer school and intersession assignments.

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### **3. Recording of Sick Leave Taken**

- a. **Employee** must submit completed "Absence Request" form (E.1.) for each period of absence and signs completed card to certify that facts stated are true to the best of his/her knowledge; if absence is for extended period, completes separate card for each pay reporting period.
- b. **Principal/department head** checks for physician's certification (if requested) for absences of more than five days, and signs completed cards; may request physician's certification for absences of five days or less if, in his/her judgment, such certification is deemed appropriate.
- c. **Timekeeper** enters time reporting codes and hours of absence into electronic timesheet in Time and Labor system; files original leave form with timekeeping records. Physician's certification forms, when required, will be attached to the leave form when filed. All absences require signed back-up documentation and must be filed on site for auditing purposes.
- d. **Payroll Department** processes full and half pay sick leave absences reported in Time and Labor. When it is apparent that employee will remain in half-time sick leave for extended period of time, payroll specialist must project this absence information and control monthly pay each month to ensure that employee is not overpaid. As a result of this process, an employee cannot presume that he/she will receive one-half of his/her monthly pay each month during the absence.

### **4. Request for Temporary Disability Sick Leave Due to Pregnancy**

- a. **Employee** wishing to use sick leave benefits for period of temporary pregnancy-related disability notifies the Human Resource Services Division at least five days in advance of date such benefits should begin. (Notice must include physician's statement of medical reasons for temporary disability.)
- b. **Employee** submits "Absence Request" forms (E.1.) to individual site principal or department head. Employee may use sick leave while under physician's orders to remain off-work. After release by their physician, notifies the Human Resource Services Division of their release to return to work. At that time, the employee will either return to active duty or apply for an unpaid leave of absence (e.g. Family Medical Leave Act).

### **5. Absences of Thirty Days or More**

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- a. **Principal/department head**, following third week of absence, notifies absent employee of requirement for health examination if absence will extend for thirty or more consecutive calendar days; forwards "Physician's Approval to Resume Normal Duties" form (E.3.) to employee.
  - b. **Employee** obtains physician's approval to resume normal duties; forwards form to principal/department head at least three workdays prior to date of intended return.
  - c. **Principal/department head** documents day of intended return to duty, adds any pertinent information available, and forwards form to the Human Resource Services Division. If there is any question regarding ability of employee to resume normal duties, contact the Chief Human Resources Officer.
  - d. **Human Resource Services Division** arranges for further health review as deemed necessary; advises employee and principal/department head promptly of results.
6. **Reports on Sick Leave Balances and Sick Leave Taken. Integrated Technology Support Services**, Business Operations Division, prints sick leave balances on stub of employee pay warrants each month. Balances may also be reviewed on the electronic timesheet and via the Time Summary Report in Time and Labor.
  7. **Service Credit for Unused Sick Leave at Retirement** (See C.8.g. for eligibility limitations.)
    - a. **Payroll Department** Finance Division, determines unused full-salary accumulated sick leave at time of employee's retirement.
    - b. **Fiscal Control, Office of the Controller**, Finance Division, submits unused sick leave information to the State Teachers' Retirement System or Public Employees' Retirement System.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Absence Request, available on the district website.
2. Request for Notification of Accumulated Sick Leave Benefits, form letter used by the Human Resource Services Division
3. Physician's Approval to Resume Normal Duties, form available from the Human Resource Services Division

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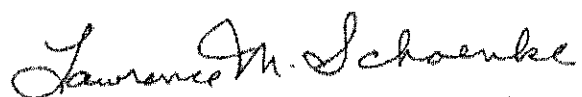
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**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff



**San Diego Unified**  
SCHOOL DISTRICT

**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Personnel, Leaves/Absences**  
SUBJECT: **Personal Business Leave**

NO: **7134**

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REVISED: **12-10-10**

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing the use of paid and unpaid leave of absence for personal business.
2. **Related Procedures:**

Absences on district business .....	7155
Bereavement leave .....	7140
Exchange teacher leave .....	7149
Industrial accident and illness leave .....	7131
Jury duty .....	7144
Leaves for court appearances .....	7142
Long-term leaves of absence for nonmanagement classified employees .....	7433
Military leaves .....	7146
Paternity and adoption leave .....	7138
Personal necessity leave .....	7136
Professional responsibilities of certificated employees .....	7046
Sick leave .....	7130
Summer inservice training leave .....	7148

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policy I-2200; Education Code Sections 44963, 44977, 44987, 45190, 45196, 45198, 45207; Collective Negotiations Contracts.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Deputy Superintendent, Business.
2. **Definitions**
  - a. **Employee:** A contract certificated or monthly classified employee. Temporary or hourly employees are paid only for hours worked.
  - b. **Day:** For payroll reporting purposes, *eight hours* for a full-time assignment. Absences of regular employees assigned *less* than full time also are reported in hours on a proportionate basis (i.e., half-time employee = four hours; three-fourths-time employee = six hours).

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- c. **Immediate family:** See definition in Procedure 7140.
- 3. **Coordination with Personal Necessity Leave.** Employees may use not more than eight (8) days of accumulated full-salary sick leave for personal necessity (applicable collective negotiations agreement and Procedure 7136).
- 4. **Compensation.** Holiday pay will not be paid for holidays that fall within a period of absence without pay (Procedure 7485).
- 5. **Reasons for Absence**
  - a. **In determining** whether to approve or deny an employee's request for "paid personal business absence—up to two (2) hours," and "unpaid personal business absence—up to one month," principals and supervisors are encouraged to exercise judgment. Following is a list of examples (not inclusive) of the types of activities for which such leave may be granted:
    - (1) Illness or death in immediate family\*
    - (2) Unavoidable transportation delay\*
    - (3) Private legal matters\*
    - (4) Marriage
    - (5) Attendance or participation in graduation ceremonies involving a member of immediate family
    - (6) Funeral attendance\*
    - (7) Emergency child-care problem
    - (8) Meeting spouse or seeing him/her off to overseas duty
    - (9) Attendance at wedding of member of immediate family
    - (10) Taking examinations. (Employees taking district promotional examinations are not required to obtain personal business leave.)
    - (11) Serving as consultant (short-term) to another district or public agency

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(12) Medical and dental appointments (nonillness)

(13) Participation by a parent, guardian, or custodial grandparent in the activities of the school attended by an employee's children in grades kindergarten through 12, limited to forty hours per school year and eight hours per month. Reasonable advance notice must be given prior to the absence including the date and anticipated duration of the activity. Documentation can be required as proof of participation in a school activity.

\* Employee should check procedures governing personal necessity leave (Procedure 7136) before requesting *unpaid* personal business leave for these reasons.

b. **Other reasons which are determined** to be justified by the principal or department head are also acceptable. Normally, personal business leaves should not be granted to extend regular holiday or vacation periods. Before approving leave requests, the principal, department head, or children's center supervisor should consider "criteria for authorization" (C.11.d.).

6. **Personal Business Absence for Managers and Supervisors.** All requests for personal business leave by principals, department heads, and unit heads must be approved by the appropriate division head.
7. **Leave of Absence to Serve as a Public Employee Organization Officer.** An employee who is an elected officer of any statewide public employee organization or of a national organization with which such organization is affiliated may request a leave of absence with pay to attend periodic, stated, special, or regular meetings of such organization. The school district shall be reimbursed by the employee organization of which an employee is an elected officer for all compensation paid that employee on account of such leave. (Education Code Section 44987)
8. **Unauthorized Absences for Personal Business.** An employee who is absent for personal reasons without authorization (including absences related to withdrawal of services, walk-out, or strike) shall not be paid for time absent and shall be subject to disciplinary action.

SUBJECT: **Personal Business Leave**

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9. **Paid Personal Business Absence—Up to Two (2) Hours.** Employees may be excused from duty without loss of pay by the principal or department head for a period of not more than two hours. (For employees employed less than full time, the two hours should be reduced proportionately.) Excuses should be limited to medical/dental appointments and occasional emergency personal matters that cannot be handled outside the employee's regular work hours. Employees who are absent for more than two hours must charge vacation or unpaid personal business. The employee must obtain approval of the supervisor prior to each occasion of absence.

10. **Paid Personal Business Absence—Up to Two (2) Days**

- a. **Employees may use up to two (2) days** per school year of accumulated sick leave for personal business.
- b. **Normally, advance notice of forty-eight (48) hours** to the site manager/supervisor is required.
- c. **Use of personal business absence** will adversely affect an employee's eligibility for attendance incentive compensation.
- d. **These days *may not*** be used prior to or after a holiday or school recess period.
- e. **This leave shall not be used** to participate in any concerted activities. (Concerted Activities article of the appropriate collective negotiations contract.)
- f. **State law permits employees to take off forty (40) hours** each school year, limited to eight hours per month, to visit their child's school. Paid personal business absence should be used for employees requesting pay for such absences in excess of two hours.

11. **Unpaid Personal Business Absence—Up to One (1) Month**

- a. **Permission to be absent** without pay may be granted for urgent personal reasons (C.5.a.). Such leave may be granted in increments of one hour up to and including the employee's assigned workday. Personal business leave will not be granted for periods greater than one month.
- b. **Child development center teachers** are permitted to augment their vacation with unpaid personal leave upon approval of their site supervisor if program needs of the district can otherwise be met.

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- c. **Extended absence.** If absence is for more than one (1) month, a regular leave of absence must be requested.
- d. **Criteria for authorization.** An absence should:
  - (1) Not significantly interrupt ongoing instruction (i.e., a qualified substitute should be available).
  - (2) Normally not occur at the beginning or ending of a school year or during a period of parent conferencing or pupil grading.
  - (3) Be in the best interest of the students and the educational program as a whole.
  - (4) Promote the welfare and morale of the staff.

#### **D. IMPLEMENTATION**

##### **1. Authorized Paid Personal Business Absence – Up to Two (2) Hours**

###### **a. Employee**

- (1) Completes "Absence Request;" submits to principal or management employee in charge for approval. In emergency situations, may make verbal request, secure approval, and complete form on return to duty.

###### **b. Principal/unit head**

- (1) Approves leave if within scope of regulations in Section C.; advises employee of approval of leave.

###### **c. Division office**

- (1) Reviews and approves or disapproves all requests submitted by principals, department heads, and unit heads.

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**2. Authorized Paid Personal Business Absence – Up to Two (2) Days**

**a. Employee**

- (1) Completes "Sick/Personal Business/Personal Necessity Leave Request"; submits to principal/unit head, normally forty-eight (48) hours prior to absence. In emergency situations, may make verbal request, secure approval, and complete form on return to duty."

**b. Principal/unit head**

- (1) Reviews collective negotiations contract and if absence request satisfies criteria, approves leave.

**c. Division office**

- (1) Reviews and approves or disapproves all requests submitted by principals, department heads, and unit heads.

**3. Authorized Unpaid Personal Business – Up to One (1) Month**

**a. Employee**

- (1) Completes "Short Term Leave without Pay Request" sufficiently in advance of requested date to allow for processing; submits to principal/unit head. In emergency situations, may make verbal request, secure approval, and complete form on return to duty.

**b. Principal/unit head**

- (1) One to ten days leave. Approves leave if within scope of regulations in Section C.; returns copy of form to employee and retains original with timekeeping records at site.
- (2) Eleven or more days. Approves or disapproves, adds comments if appropriate, and forwards to division office for final action.

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c. **Division office**

- (1) Eleven or more days. Approves or disapproves leave; returns copy of form to employee via principal, department head, or child development center supervisor; returns approved form to the principal/unit head for record retention at the site.
  - (2) Reviews and approves or disapproves all requests submitted by principal, department heads, and unit heads.
4. **For all types of personal business absences**, the timekeeper enters hours into the Time and Labor Reporting System using the applicable time reporting codes.
5. **Human Resources Services Division** supplies substitutes as necessary.
6. **Unauthorized Absences Under Strike Conditions.** Personal business leave shall not be used to participate in any concerted activity.
  - a. **Principal or unit head** prepares report of names of employees absent; forwards to division head (Procedure 8450); instructs timekeeper to record time as unauthorized absence in the Time and Labor Reporting System.
  - b. **Superintendent and Board of Education** determine disciplinary action to be taken.
  - c. **Division heads** implement disciplinary actions.
  - d. **Timekeeper** enters unauthorized absence in the time and Labor Reporting System.
7. **Unauthorized Absences in Time and Labor System Using Applicable Time Reporting Codes**
  - a. **Principal/unit head**
    - (1) Prepares memorandum outlining circumstances; sends memorandum to division/department head along with original of "Short-Term Leave Without Pay" (if one was submitted) marked "disapproved."

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- (2) Counsels employee concerning absence; instructs timekeeper to report absence for unauthorized/unpaid absence; recommends other appropriate disciplinary action to division/department head.
- b. **Division head/department head** (in consultation with division head) authorizes additional disciplinary action (ranging from letter of reprimand to dismissal) after consulting with the Human Resources Services Division.
- c. **Timekeeper** reports unauthorized/unpaid absence in Time and Labor Reporting System.

**E. FORMS AND AUXILIARY REFERENCES**

1. Request for Short-Term Leave, [http://prod031.sandi.net/dwa/hr\\_forms.htm](http://prod031.sandi.net/dwa/hr_forms.htm)

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

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Interim General Counsel, Legal Services  
San Diego Unified School District



**San Diego Unified**  
SCHOOL DISTRICT

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**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Personnel, Leaves/Absences**

SUBJECT: **Jury Duty**

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**A. PURPOSE AND SCOPE**

1. To outline the law and administrative procedures to be followed when an employee is called for jury duty.
2. **Related Procedures:**  
Certificated substitutes for illness/emergency ..... 7290  
Personal business leave ..... 7134

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policy I-2460; Education Code Sections 44036, 44037; Labor Code Section 230; Code of Civil Procedure Sections 98-237; Collective Negotiations Contracts.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Payroll Department, Finance and Business Services Division.
2. A monthly employee called for both U.S. Federal and California jury duty will be granted a paid leave of absence for days actually served. For service with a California court employees are not permitted to accept jury duty stipends. If an employee receives a jury duty stipend it must be returned to the Jury Commissioner. For service with a U.S. Federal court employees may accept the stipend. It does not need to be returned to the Jury Commissioner.
3. Certificated employees are not exempt from jury duty.
4. Only regular monthly employees are eligible to receive salary during their regular assignment (i.e., excluding summer school) while on jury duty. *Hourly employees and substitute teachers* are not paid by the district for hours not worked.
5. It is unlawful to encourage, solicit, or suggest that any employee seek exemption from jury duty, but it is lawful to discuss with an employee the practicality of seeking exemption or postponement. The jury commissioner is empowered to grant excuses from jury service in cases of undue hardship on the person or the public served by the person.

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6. Employees are expected to return to work when they serve only a partial day on jury duty. Determining factors are time of release, travel, distance, shift assignment, and classification. As a general guideline (unless otherwise specified in the collective negotiations contract) an employee may be excused from work if actual time of jury service or examination equals or exceeds three-fourths of the hours in the employee's normal workday. The employee's supervisor determines whether the employee must return to work after considering factors in each case.

**Note:** Employees on jury duty who are placed on "telephone standby" must report to work during those days.

7. **Substitute teachers** serve a complete school day even though individuals for whom they are substituting may not be selected for duty and are required to return to school. (Half-time assignments for substitutes are not encouraged [Procedure 7290].) A certificated employee returning from jury duty may complete the classroom assignment or work on other duties at the discretion of principal.

## **D. IMPLEMENTATION**

### **1. Employee**

#### **a. Upon receipt of jury summons**

- (1) Notifies supervisor, who *may* discuss the practicality of seeking exemption or postponement when acceptance would tend to materially disrupt district operations but *may not* encourage, solicit, or suggest seeking exemption.
- (2) Responds as directed by agency issuing jury summons. Exemption or postponement, if desired, should be requested during conference in jury commissioner's office or in written response, as required by agency issuing jury summons.
- (3) If necessary, in responding to initial summons to determine eligibility, employee may be excused from duty without loss of pay for a period of not more than two hours (Procedure 7134).

#### **b. Upon receiving orders to report for jury duty**

- (1) Completes "Short Term Leave With Pay Request" by checking "Jury Duty"; attaches official jury summons; submits to principal/department head.

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- (2) At the end of each calendar month or at the end of duty, submits properly executed jury attendance certification (obtained from and signed by court clerk) to the site timekeeper; failure to do so may result in pay warrant being delayed.
  - (3) If released from jury duty after partial day of service, phones supervisor for decision on whether return to work is required.
2. **Principal/department head** approves leave; files request, jury summons and attendance certification at school site; requests substitute, if needed and audits time reported and jury attendance certification forms to verify actual days served by employee and validate pay status.
3. **Timekeeper** enters information concerning absence in Time and Labor.
4. **Human Resource Services Division** supplies substitute as requested.

**E. FORMS AND AUXILIARY REFERENCES**

1. Certification of Jury Service (Federal) or Attendance Certification (State), from Court Clerk
2. Short Term Leave With Pay Request

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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General Counsel, Legal Services

