KNOW YOUR RIGHTS!

Short-Term Leave

NEED TO MISS A FEW DAYS OF WORK?
SDEA members have the right to a variety of short-term leave options, which are outlined in Article 10 of the union contract. Sometimes members might be eligible for more than one type of leave.

QUESTIONS TO CONSIDER:

- **What leave am I eligible for?** Review Article 10 to see what leave applies to your individual situation.
- **Which are paid, and which are unpaid?** Use paid leaves first, if possible.
- **Am I eligible for leave that is not charged to my sick leave bank?** Jury, Bereavement, Partner, Adoption, Catastrophic, Military Injury/Illness, and two-hour Personal Business leaves are not deducted from sick leave. Personal necessity *is* charged to sick leave.
- **Are there unpaid leaves I can take?** Using Family Care Leave or an unpaid, up to a month-long Personal Business Leave will maintain benefits.

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NEW IN THE 2025-2027 CONTRACT:

- Supervisors still need to approve 2-hour personal business leave, but any denials shall not be arbitrary or capricious. This leave should be granted for the reasons outlined in the District policy (but supervisors can approve for other reasons, too.)
- During parental or home responsibility leave, members may sub for SDUSD or (with approval from HR) work elsewhere.
- Doctor's notes are not required for sick leave of 5 or fewer consecutive workdays unless there is a suspicion of fraud or misuse.

WHEN IN DOUBT: CHECK THE CONTRACT!
The District has policies that explain the *process* of requesting leave (for example, where to turn in forms) but don't rely on them for an accurate number of days. The District doesn't always update policy documents when SDEA members bargain for an improved contract with more leave.

SDEA SOURCES & RESOURCES:

- SDEA Contract, Article 10
- Know Your Rights: Sick Leave 101
- Know Your Rights: Catastrophic Leave

SAN DIEGO UNIFIED POLICIES:

- 7134: Personal Business Leave
- 7132: Personal Necessity Leave
- 4161.24: Sick Leave

Short-Term Leave Options for SDEA Members

Sick Leave (Section 10.2.) Members accrue full-salary sick days each month they work and accumulate any unused sick days. Half-salary sick days are available for members who run out of full-salary days. The total amount of sick days members can take in any one year depends on their calendar. For serious illness, Catastrophic Leave is also available to members who have donated to the Catastrophic Leave Bank (Section 10.22).

Personal Necessity Leave (Section 10.3.) A member can convert up to 11 accrued full-salary sick days to personal necessity leave under one of the 9 categories listed in the contract. Check the categories in Section 10.3 for more information.

Personal Business Absence (Section 10.4.) Depending on what personal business needs attending to, members have access to two types of leave in this section:

- 2-hour leave, which is not charged to sick leave (& cannot be denied arbitrarily)
- A 1-month unpaid leave (that maintains benefits)

Bereavement Leave (Section 10.15.) This leave is not charged to a member's sick leave bank and allows for a total of five paid days off for each death in the member's immediate family or their spouse's/partner's immediate family.

Family Care Leave (Section 10.19.) This leave is for childbirth/adoption, care of an ailing family member, or the member's own serious health condition. This can be paid or unpaid leave (depending on accrued sick leave), can be used intermittently, and maintains benefits.

Family School Partnership Act Leave (Section 10.20.) Members can use this leave to participate in their child's school activities. Up to 40 hours a year and 8 hours a month can be used, but only as personal necessity leave, or time off without pay.

Jury Duty (Section 10.21.) Jury duty is paid leave, not credited from a member's sick leave bank. Members have the option to defer jury service to intersession periods, which means they can be paid extra if they serve during summer break or outside their work year.

Military Injury/Illness (Section 10.23.) Veterans with qualified military-connected disabilities can use paid leave if needed for medical treatment: Up to 10 days for full-time employees, or proportionally if part-time. This leave does not come out of their paid sick leave bank.

PARENTAL LEAVES (SECTION 10.5)

Along with specific parental leave available, members can extend their leave by using up to 12 workweeks of their full salary and/or half-pay sick leave for Child Bonding Leave. These leaves are to be taken concurrently with FMLA and/or CFRA (available if members have worked for at least 1 year with the District.)

- **Birthing Leave:** A member who has been employed for at least 12 months shall be granted 6 consecutive workweeks of paid leave immediately following the birth of their child if they are the birthing partner, instead of using sick leave for those days.
- **Partner or Adoption Leave:** Upon the birth of their child, non-birthing partners can take 3 workdays of fully paid leave. Members making final arrangements to adopt a child also have access to those 3 paid workdays.

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SOURCES & RESOURCES:

- SDEA Contract, Article 10
- Know Your Rights: Sick Leave 101 & Catastrophic Leave
- FMLA & CFRA - Info & FAQ