

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.

Consider the following questions when deciding what leaves to use:

- **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.
- **Among leaves charged to sick leave, which is the most restrictive?** Always use a more restricted leave first, like Personal Necessity Leave (used only for designated circumstances) before Personal Business Leave (can be used for any purpose).
- **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.

NEW IN THE 2025-2027 CONTRACT:

- Supervisors still need to approve 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 Human Resources) work for another employer.
- Doctor's notes are not required for sick leave of 5 or fewer consecutive workdays unless there is a suspicion of fraud or misuse.



SOURCES & RESOURCES:

- SDEA Contract, Article 10
- District Administrative Procedure 7134: Personal Business Leave
- Know Your Rights: Sick Leave 101
- Know Your Rights: Catastrophic Leave

Short-Term Leave Options for SDEA Members

Sick Leave (Section 10.2.) Full-time employees accrue up to 10 full-salary days per year and have access to up to 100 half-salary sick days after using all their full-salary sick days. For serious illness, Catastrophic Leave is also available to members who have donated to the Catastrophic Leave Bank.

Personal Necessity Leave (Section 10.3.) A member can convert up to 8 full-salary sick days to personal necessity leave under one of the 9 categories listed in the contract. Members can also convert up to 5 days of their sick leave to use for Personal Necessity.

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

- 2-hour leave, that is not charged to sick leave
- 3 days used at the member's discretion, that is charged to their sick leave bank;
- A 1-month, unpaid leave.

Vacation Leave (Section 10.14.) ECE Teachers working in Child Development Centers accrue this leave since they are year-round employees.

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 is unpaid leave, but maintains a member's benefits. It can be intermittent, and is for the purpose of childbirth/adoption, care of an ailing family member, or for the member's own serious health condition.

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 or personal business leave, vacation (for Child Development Center Teachers), 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.

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 proportional to their assignment if part time.

PARENTAL LEAVES (SECTION 10.5)

Along with specific parental leaves available, members can extend their leave by using up to 60 days of their full salary and/or half-pay sick leave for Child Bonding Leave. These leaves can be taken concurrently with FMLA and/or CFRA, if the member qualifies for those Federal or California leaves.

- **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.

SOURCES & RESOURCES:

- SDEA Contract, Article 10
- [FMLA & CFRA - Info & FAQ](#)