



Santa Monica Community College District • Office of Human Resources
1900 Pico Blvd., Santa Monica, CA 90405-1628 • Phone (310) 434-4415 • Facsimile (310) 434-4256

INFORMATION ABOUT ABSENCES/LEAVES – FULL-TIME FACULTY

WHAT TYPES OF LEAVE ARE GRANTED TO FULL-TIME FACULTY?

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, military, child-rearing, study, personal, and family/medical leave, banked leave. After tenure, opportunity, travel, and sabbatical leaves as well. Also, any leave required by law.

Please see Article 17 of the District-FA Collective Bargaining Agreement as these leaves have specific definitions.

HOW MANY DAYS OF SICK AND PERSONAL NECESSITY LEAVE ARE GRANTED TO FULL-TIME FACULTY?

Sick leave: 10 days of leave annually (for full-time faculty who are employed full-time for 2 semesters).¹ Unused sick leave accumulates from year to year.

Personal necessity: 7 of the 10 sick days earned annually (i.e., 42 hours annually) may be used for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

*Full-time faculty who teach overload assignments or during the Winter or Summer intercessions accrue additional sick leave at the hourly rate. Or, overload assignments may be “banked” and used at a later time to reduce an assignment, to not teach any assignment during a fall or spring semester, or for family leave.

WHAT TYPES OF ABSENCES ARE COVERED BY PERSONAL NECESSITY?

A common type of personal necessity absence is that resulting from an immediate family member’s illness or from accident involving property of the employee or family member. There are other types of contractually authorized personal necessity absences as well. For example, 4 of the 7 personal necessity days annually can be used for matters of compelling personal importance. For a complete list of contractually authorized personal necessity absences, please see 17.5 of the District-FA Collective Bargaining Agreement.

WHAT SHOULD I DO IF I AM ABSENT FROM WORK DUE TO ILLNESS OR PERSONAL NECESSITY?

Please notify your department as soon as possible by following your department’s procedures. Please state the reason for the absence (illness, personal necessity, etc.) and the anticipated return to work date.

Please submit a Report of Absence form as soon as possible consistent with your department’s procedures.

WHAT SHOULD I DO IF I AM ABSENT FOR MORE THAN 5 CONSECUTIVE DAYS DUE TO ILLNESS?

Please contact the Office of Human Resources so we can send you the appropriate forms for a leave of absence.

IF I AM ABSENT DUE TO ILLNESS FOR MORE THAN 5 CONSECUTIVE WORK DAYS, HOW IS THAT DEDUCTED?

For example, if you are scheduled to teach classes on Monday, Wednesday, and Friday, you have missed more than 5 consecutive work days if you were absent on Monday, Wednesday, Friday, and the following Monday. Scheduled teaching days and unscheduled days in between scheduled days will be counted as absences.

TO GET MORE INFORMATION OR ASSISTANCE ABOUT LEAVES OR ABSENCES, WHAT SHOULD I DO?

Please contact Lugina Rogers, HR Analyst, Leaves & Benefits: 310-434-4060 or rogers_lugina@smc.edu.

Also, please see Article 17 of the District-FA Collective Bargaining Agreement (located at the H.R. website).

¹ Department Chairs and 100% Coordinators are entitled to additional sick leave per the CBA.