



Santa Monica Community College District • Office of Human Resources
1900 Pico Blvd., Santa Monica, CA 90405-1628 • Phone (310) 434-4415 • Facsimile (310) 434-4145

INFORMATION ABOUT ABSENCES/LEAVES – PART-TIME FACULTY

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

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, and 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 PART-TIME FACULTY?

Sick leave: teaching faculty receive 7 hours of sick time for each 100 hours of teaching service, and non-teaching faculty receive 7 hours of sick time for each 100 hours of service. Unused sick leave accumulates from year to year.
Personal necessity: up to 42 hours may be used annually for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

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.

HOW IS SICK TIME DEDUCTED FOR A PART-TIME ASSIGNMENT?

One hour is deducted from a part-time faculty member's hourly sick leave back for each scheduled hour missed.

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

Please contact the Office of Human Resources to request the appropriate forms for a leave of absence.

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).