

PFT - FAQ on Faculty Leaves

Q1: What types of leave can a full-time faculty member take under our contract?

A1: There are many types of leaves found in Article 26 of our [Collective Bargaining Agreement](#) (CBA). They include: unpaid leave of absence, sick leave, bereavement leave, industrial accident and illness leave (workers compensation), parental leave, quarantine leave, jury duty, subpoena leave, education leave, research/work experience leave, long-term personal necessity leave, legislative leave, military leave, exchange leave, professional development leave (sabbatical), retraining leave, leave banking, and family care leave.

Q2: How much sick leave do I get each year?

A2: Full-time faculty earn ten (10) days of sick leave for each contract year they work. Part-time faculty earn sick leave according to the formula: (total number of equated hours assigned)/(15 equated hours) * (17.5 weeks). Sick days are credited on the first day of assignment.

Q3: Can I use sick leave time for a personal day?

A3: Yes. Faculty can use up to seven (7) sick days per year for personal reasons. Verification for the basis of the leave can be requested if the requested leave is more than five (5) days.

Q4: What if I am sick and I run out of sick leave?

A4: [Article 32](#) of our CBA allows faculty to donate sick leave to faculty who need additional days.

Q5: Do I have to provide a doctor's note?

A5: If you take more than five (5) days off then you may be required to provide documentation.

Q6: Does my sick leave accumulate?

A6: Unused sick leave will accumulate indefinitely without limit. All unused sick leave will be used as service credit for STRS upon retirement.

Q7: How do I find out how much sick leave I have?

A7: Your sick leave balance is found on your paycheck each month. See the article on [How to Read Your Paycheck](#) on the PFT website.

Q8: What do I do if I am sick?

Q8: You must contact your dean (or dean's office) prior to your scheduled duty time on the workday in order to qualify for payment of accrued sick leave. In cases of emergency, contact your dean (or dean's office) as soon as possible. You must also fill out a [Leave of Absence Report](#) (LAR) form to the dean (or designee) by the last day of the month in which you are using sick leave. Directions for filling out the LAR can be found on the district website [here](#).

Q9: Can I trade hours with another instructor?

Q9: No. You are not allowed to trade classes with another instructor. You can substitute for another instructor and you will get paid as a substitute for those hours. Contact your dean for information about compensation *prior* to serving as a substitute.

Q10: What is leave banking and how do I apply?

Q10: All full-time faculty teaching extra service can bank those extra hours. Instead of getting paid for the extra load, hours will be saved for use in a future semester. You can bank up to 30 equated hours. Details about the use of Banked Leave can be found in [Article 26, Section T](#) of our CBA.

This is a working draft revised on 6/17/19. Please share any additional questions, comments, or suggestions with union@pft1603.org.