

## FACULTY LEAVE CODES:

- Code 01**     Personal Illness (Reference Article 6.5) - All faculty receive a pro-rata amount of sick leave per year and/or semester based on a full-time equivalent assignment to be used for illness or injury leave.
- Code 03**     Bereavement Leave (Reference Article 6.10) - Not to exceed 5 days of occurrence. Allowed for death in the immediate family (mother, father, grandmother, grandfather, or grandchild of the faculty member or of the spouse of the faculty member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the faculty member, or any relative living in the immediate household of the faculty member). Also included in the definition are step or foster children or parents of the faculty member or spouse. For the purposes of bereavement leave, the definition of "immediate family" shall include the aunt, uncle, nephew or niece or domestic partner of the faculty member.
- Code 04**     Jury Duty - (Reference Article 6.12) Attach form from Jury Service indicating days attended.
- Code 05**     Industrial Accident/Illness (Worker's Compensation) (Reference Article 6.9)
- Code 06**     Personal Necessity Leave (Reference Article 6.7) - Faculty may use up to 7 days of sick leave per academic year (or a pro-rata amount for faculty with less than FTE assignment) for personal necessities such as: death of a member of the immediate family when additional leave is required beyond that provided by bereavement; accident involving the immediate family; appearance in court as a litigant or as a witness under an official order; other circumstance of serious nature; personal business up to three days per academic year. In addition, up to 3 days of personal necessity may be used for illness of a member of the immediate family. This leave requires pre-approval by Division Chair or Director and the Dean.
- Code 07**     Illness in Immediate Family (Reference Article 6.5) - Not to exceed 6 days per calendar year for illness of a member of the immediate family or that of a spouse.
- Code 11**     Leave of Absence without Pay (Reference Article 6.14) - A leave of absence without pay may be requested for up to 30 days without prior approval of the Board of Trustees. A leave without pay of this nature requires pre-approval by Division Chair or Director and the Dean. The Board may grant a leave of absence for one year without pay for one of the following conditions: 1) Improvement of impaired health; 2) Advanced study (including research); 3) For special reasons acceptable to the Board of Trustees.
- Code 12**     College Business/CCFT Business
- Code 13**     Leave of Absence (Reference article 6.15) - For family care and medical leave. Pre-approval is required from Human Resources.

**CUESTA COLLEGE  
REQUEST FOR PRE-APPROVED LEAVE(S) AND REPORT OF LEAVES FOR FACULTY**

Employee Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Leave(s) and/or Absence(s) for the month of: \_\_\_\_\_

**PROCESS:** Approval process should be initiated **five** working days prior to leave date (emergencies/extenuating circumstances require fewer or no prior approval days). Employee submits form to the Division Chair or Director; the Chair or Director forwards the form to the Dean or Vice President for approval. Please indicate if you need a substitute. The Dean of Instruction will forward a copy to you for your records and will forward the original copy of the form to Payroll. **This form is not used for Workload Exchange.**

<b>LEAVE REQUESTED</b> <small>(Indicate code. Leave codes are on the first page of this document)</small>	<b>DATE(S)</b>	<b>TOTAL HOURS</b>	<b>SUBSTITUTE NEEDED/ OR PROVISION FOR CLASSES</b>

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Division Chair or Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean or VP Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT - PLEASE NOTE**

**LEAVES WILL BE ENTERED AS LISTED ABOVE UNLESS PAYROLL IS NOTIFIED OF A CHANGE. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO NOTIFY PAYROLL.**

**PAYROLL STAFF:** Date of Computer Input: \_\_\_\_\_

Staff Initials: \_\_\_\_\_