



## Sick or Vacation Leave Advancement Employee Request & Agreement

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

Campus/Division: \_\_\_\_\_ Email: \_\_\_\_\_

As allowed per provisions in my Collective Bargaining Agreement or Handbook, I request advancement of:

- ☐ Sick Leave (the remainder of fiscal year allotment will be advanced)  
☐ Vacation Leave (the remainder of fiscal year allotment will be advanced)

Dates of Leave: Start: \_\_\_\_\_ End: \_\_\_\_\_

I have read and understand the sick leave and vacation leave advancement procedure per my CBA/Handbook. I understand that any sick or vacation leave advanced to me is a loan of time not yet earned that I am required to repay by forgoing accruing leave as it is earned until such time as I have repaid the entire amount advanced.

I further understand that as a condition of receiving a leave advance, I will repay the remaining unpaid balance, if any:

- At the time of separation. I hereby voluntarily agree and authorize SDCCD to deduct any remaining balance due from my final pay or other compensation due to me at separation, and
- If the amount due to me upon separation does not fully repay the remaining unpaid balance, I agree to repay the full remaining amount directly within 60 days of receipt of a demand for repayment.

Should I fail to repay any sick or vacation leave advanced to me when due, I understand and agree that SDCCD will take appropriate action to collect on the unpaid balance, including turning the debt over to a collection agency for credit reporting.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this is a request for **sick** leave advancement, submit completed form to [hrpayroll@sdccd.edu](mailto:hrpayroll@sdccd.edu) for further processing.

If this is a request for **vacation** leave advancement, submit completed form to your manager for review and approval.

**For vacation leave advancement only** \_\_\_\_\_

As the employee's direct supervisor/manager:

- ☐ I recommend the advancement of vacation leave  
☐ I deny the use of vacation leave prior to accrual

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPA's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CBA/Handbook Information: Requesting Leave Prior to Accrual

## **AFT Classified Professionals**

### 10.1 Eligibility

Vacation days shall be granted to all regular, monthly unit members covered by this Agreement. New unit members shall not be eligible to take vacation prior to completion of six (6) months of paid service. Vacations shall not be taken prior to the time that such vacation days are earned. Exceptions may be approved by the appropriate manager. The advanced hours shall not exceed the balance to be accrued during the remainder of the fiscal year. If a unit member is terminated and had been granted vacation which was not yet earned at the time of termination of their services, the employer shall deduct from the unit member's final check the full amount of salary which was paid for such unearned days of vacation taken.

### 11.1.1 Eligibility

Sick leave benefits shall be available to all monthly unit members covered by this Agreement. New unit members shall not be eligible to take more than six (6) days, or the proportionate amount to which they are entitled, until the first day of the calendar month after completion of six (6) months of active service. Terminating unit members who have received unaccrued sick leave benefits shall have their final pay warrant adjusted by the amount of the unaccrued sick leave taken. Leave taken under this Article that qualifies as Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) shall run concurrently with leave provided under Article VIII (FMLA/CFRA).

## **Association of Confidential Employees**

### 13.1 Eligibility

Vacation days shall be granted to all regular, monthly employees covered by this handbook. New employees shall not be eligible to take vacation prior to completion of six (6) months of paid service. Vacations shall not be taken prior to the time that such vacation days are earned. Exceptions may be approved by the Vice Chancellor of Human Resources on the recommendation of the site administrator.

### 8.1.1 Eligibility

Sick Leave benefits shall be available to all monthly employees covered by this handbook. New employees shall not be eligible to take more than six (6) days, or the proportionate amount to which the employee is entitled, until the first day of the calendar month after completion of six (6) months of active service. Any time taken as Sick Leave which, upon termination, does not have a sufficient accumulation from which to draw, shall be recovered from the employee. Leave taken under this Chapter that qualifies as Family Medical (FMLA)/ California Family Rights Act (

## **Supervisory and Professional Administrators Association**

### 13.1 Eligibility

Vacation days shall be granted to all regular, monthly employees covered by this Handbook. New employees shall not be eligible to take vacation prior to completion of six (6) months of paid service. Vacations shall not be taken prior to the time that such vacation days are earned. Exceptions may be approved by the Vice Chancellor of Human Resources on the recommendation of the site administrator.

### 7.1.1 Eligibility

Sick leave benefits shall be available to all monthly employees covered by this Handbook. New employees shall not be eligible to take more than six (6) days, or the proportionate amount to which they are entitled, until the first day of the calendar month after completion of six (6) months of active service. Any time taken as sick leave which, upon termination, does not have a sufficient accumulation from which to draw shall be recovered from the employee. Leave taken under this Chapter that qualifies as Family Medical (FMLA)/California Family Rights Act (CFRA) Leave shall run concurrently with leave provided under Chapter 12.

## **Management Employees**

### 6. Use of Vacation Days in Advance of Accrual

The Chancellor or designee may permit management employees to use their vacation entitlement in advance of accrual for specific purposes approved on a case-by-case basis. Should the management employee resign, retire, or be reassigned to a position not eligible for vacation prior to fully earning and accruing vacation already taken, such excess days which were taken off as a full day or more will be deducted from their final pay warrant, if not earned within the duration of their assignment.

### Eligibility

Sick leave benefits shall be available to all management employees covered by this Handbook. Any time taken as sick leave for a full day or more, which upon termination, does not have a sufficient accumulation from which to draw, shall be recovered from the management employee. Leave taken under this Chapter that qualifies as Family Medical (FMLA)/California Family Rights Act (CFRA) shall run concurrently with leave provided under Chapter X.