

Frequently Asked Questions: Leaves

Where can I find information and apply for leave under the Family Medical Leave Act (FMLA)?

- You can find the FMLA request form and information on the Employee Services webpage under **Protected Leave Information**.
<https://www.sdccd.edu/about/departments-and-offices/human-resources/employee-services-office.aspx>

Where can I find information and apply for COVID-19 Related Leave?

- You can find the request form and information on the Employee Services webpage under **COVID-19 Related Leave Information**.
<https://www.sdccd.edu/about/departments-and-offices/human-resources/employee-services-office.aspx>

How can I receive a fiscal year advancement of sick leave or half-salary sick leave bucket?

- Please email Zenaida Garcia (zgarcia@sdccd.edu) and Jacqueline Mendez (jmendez@sdccd.edu) and cc your supervisor.

How do I know if I exceeded the maximum limit of accrual for vacation leave?

- To view your leave balances, please sign into PeopleSoft, click on **Employee Dashboard > My Time > Leave/Comp Time**.
- Maximum Vacation Accrual:
 - **Classified:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by their current accrual rate” (*Classified Handbook, ARTICLE X – VACATION, 10.3.6 Vacation Allowance, pg. 53*).
 - **Police Officers Association:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by his/her current accrual rate” (*POA Handbook, ARTICLE VIII - VACATION, 8.3.7 Vacation Allowance, pg. 26*).
 - **Association of Confidential Employees:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by their current accrual rate” (*ACE Handbook, CHAPTER XIII – VACATION, 13.3.3 Vacation Allowance, pg. 37*).
 - **Management:**
 - Employees hired prior to December 31, 2014: “The maximum accumulation of vacation shall be limited to three times (seventy-five [75] days maximum) the annual allowance permitted by their current accrual rate” (*MGMT Handbook, CHAPTER XI – VACATION, Section 4. Vacation Accumulation, pg. 39*).
 - Employees hired after January 1, 2015: “The maximum accumulation of vacation shall be limited to twice (fifty [50] days maximum) the annual allowance permitted by their current accrual rate” (*MGMT Handbook, CHAPTER XI – VACATION, Section 4. Vacation Accumulation, pg. 39*).
 - **Supervisory:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by their current accrual rate” (*SPAA Handbook, CHAPTER XIII – VACATION, 13.3.4 Vacation Allowance, pg. 45*).