

**NEGOTIATED AGREEMENT ADDENDUM RE: FACULTY SICK LEAVE USE
(CONTRACT LANGUAGE IS AT THE END OF THIS DOCUMENT)**

A-2. Sick Leave Reporting and Examples

Federation Administration Joint Memorandum of Understanding, October 9, 2019

Instructions for Reporting Leave (all faculty)

- 1) Employees cannot accrue more than eight (8) hours of sick leave per month and should not take more than 8 hours of sick leave per absent day. If leave reports are submitted from different departments for the same absence, please coordinate to ensure the employee does not submit for more than 8 hours total. (Exception: certain moonlight situations as noted in Section 6.1.D. and in full-time only examples below.)
- 2) Available leave must be used prior to leave without pay (LWOP), unless otherwise approved by HR in cases of approved, extended leave.
- 3) Time and Leave Reporting (TLR) electronic system is for use by full-time faculty only to record absences during the contracted year. Adjunct faculty absences or those for full-time off-quarter/summer assignments must be reported via paper leave slip. Implementation of ctcLink may change these processes.
- 4) Bereavement leave is an approved use of sick leave. Refer to Section 6.2 for more information (applies to adjuncts as per 11.12 and 13.10).

Full-time Faculty During the Contracted Year

Please reference Sections 6.0 and 6.1 of the PCFT Negotiated Agreement.

Employees must take leave as they accrue it. Faculty Counselors, Faculty Counselor Advisors, and Librarians accrue eight (8) hours of sick leave monthly and are required to take eight (8) hours for a full day's absence.

Sick leave should be reported per an instructor's "day," or partial day if a % of the day's schedule was worked or the instructor teaches online. Full-time faculty may take a partial day if they spent part of the day at the worksite.

Full-time faculty with moonlights: Because FT faculty do not accrue additional sick leave for moonlights, when faculty take a full day (8 hrs) of leave, it will also cover any moonlights they had that day. If the FT faculty member missed the moonlight only or missed less than 8 hours, they take the time missed including the moonlight class time up to 8 hours. If the leave is such that the college needs to hire a substitute to cover the class, the faculty will take leave for the 8 hour day plus the prorated leave per moonlight class as in the adjunct/FT off-quarter/summer chart.

Personal leave for FT faculty can be pro-rated and used hourly for partial leaves.

Full-time Examples of Partial-Day Absences

Example A: A faculty member who was at work for 4 hours and then went home would take 4 hours of leave. If the instructor teaches online, then the 4 hours may be prorated after discussion with the dean. If faculty member was working at the college from 8am-12pm and taught one class, but left prior to teaching two afternoon classes, they would report 4 hours of sick leave.

Example B: If the faculty member only missed a 2.5 hour moonlight for the day, then they

would take 2.5 hours sick leave (This applies in situations that are not ongoing and where a substitute is not hired.)

How Leave is Accrued and Reported for Adjunct Faculty (all quarters) and Full-time Faculty (during off-contract/summer quarters)

CREDIT AND/OR LAB HOUR LOAD	% FULL-TIME	SICK LEAVE ACCRUAL AND PER ABSENCE REPORTING (% FT times 8 hours maximum accrual)	<i>Calculations</i>
For credit/lab hour combinations other than outlined below and per student classes, see Tab 4 for % FT calculations. Multiply % FT by 8 for sick leave accrual.			
1 credit	6.67	.53 hours	0.5336
2 credits	13.33	1.06 hours	1.0664
20 lab hours	13.33	1.06 hours	1.0664
3 credits	20.00	1.60 hours	1.6
3 cr / 40 lab	46.66	3.73 hours	3.7328
3.5 cr / 35 lab	43.33	3.46 hours	3.4664
4	26.66	2.13 hours	2.1328
4 cr / 20 lab	39.99	3.19 hours	3.1992
4 cr / 40 lab	53.32	4.26 hours	4.2656
5	33.33	2.66 hours	2.6664
6	40.00	3.20 hours	3.2
7	46.66	3.73 hours	3.7328
8	53.33	4.26 hours	4.2664
9	59.99	4.79 hours	4.7992
10	66.66	5.33 hours	5.3328
11	73.33	5.86 hours	5.8664
12	79.99	6.39 hours	6.3992
13	86.66	6.93 hours	6.9328
14	93.32	7.46 hours	7.4656
15	99.99	7.99 hours	7.9992
>15	100.00+	8.00 hours	

Sick leave should be reported per an instructor's "day," or partial day if a % of the day's schedule was worked or the instructor teaches online. The chart above applies to adjunct faculty all quarters and off contract/summer work for full time. Please refer to the PCFT Negotiated Agreement Sections 6.0, 6.1, 11.12, and 13.9 and see examples below.

Faculty teaching more than 15 credits (PT faculty all year; FT faculty during off-quarter/summer) will accrue a full eight (8) hours sick leave per month and should take eight (8) hours per sick-leave-related absence if they miss all classes.

Note: for leave accrual, PPMS (payroll system) does *not* round up to the one-hundredth decimal place as we do for % FT calculations.

Personal leave for adjunct faculty must be taken as one (1) day. This one day cannot be pro-rated and used hourly for multiple absences.

Examples for Adjunct Faculty and Off-quarter/Summer Full-time Faculty

Example A: Faculty member teaches 10 credits grounded -- 5 credits daily and 5 credits on MW. If the instructor is sick on a Tuesday, on which only the daily class meets, this would constitute a full "day" for the instructor and leave would be reported for the full amount accrued monthly.

Example B: Faculty member teaches 10 credits grounded -- both daily classes. If the instructor teaches one of the classes and is sick for the other, leave would be reported for one 5 credit class only.

Example C: Faculty member teaches one 5-credit grounded class and one 5-credit online class and is sick and absent from the grounded class. With the Dean's approval, leave can be reported for the grounded class only, on the assumption that work for online classes takes place outside of the normal parameters of college hours.

NEGOTIATED AGREEMENT LANGUAGE RE: SICK LEAVE USE

SECTION 6.1: SICK LEAVE

Full-time faculty

Full-time faculty shall accrue sick leave on the basis of one (1) compensable day per month, for the purposes of sick leave buy back, for months they are under annual contracts, plus one (1) non-compensable day, for purposes of sick leave buy back, for each month they are not under an annual contract. In addition, the following conditions shall apply:

- A. No combination of the above shall result in more than twelve (12) days accumulation in any calendar year;
- B. Days earned by faculty contracted to work for a quarter outside of their annual contract shall be compensable rather than non-compensable; use of sick leave during summer/off quarter contracted times will be according to the adjunct/off quarter chart in MOU A-2 in the Appendix.
- C. Upon initial full-time employment, the first twelve months of accumulation shall be immediately available.
- D. Accrued sick leave can be used for moonlight appointments during the academic year or contract year. Because full-time faculty do not accrue additional sick leave for moonlights, when faculty take a full day (8 hours) of leave, it will also cover any moonlights they had that day. If the faculty member missed the moonlight only or missed less than 8 hours, they take the time missed including the moonlight class time up to 8 hours. If the leave is such that the college needs to hire a substitute to cover the moonlight class, the faculty will take leave for their full day plus leave for the moonlight class according to the adjunct/off quarter chart in MOU A-2 in the Appendix.
- E. Faculty whose pattern of absence due to illness or disability affects the delivery of educational services to students may be required to submit a health care provider statement confirming the medical necessity for absence from the job and prognosis for return to normal duties.

Adjunct faculty

[See Article 11 adjunct faculty, Sections 11.12, 11.13, and 11.14. For JBLM, Sections 13.9, 13.10, 13.11.]

SECTION 11.12: SICK LEAVE

- A. Adjunct faculty start accruing sick leave beginning the first consecutive quarter (term) of employment at the district. The rate of accrual is the same as full-time faculty, except sick leave is prorated depending upon the percentage of full-time. Sick leave is used at the same rate as given.
- B. Faculty whose pattern of absence due to illness or disability affects the delivery of educational services to students may be required to submit a health care provider statement confirming the medical necessity for absence from the job and prognosis for return to normal duties.
- C. Sick leave accrual. Sick leave balance is maintained until there is a break in service for more than four (4) consecutive quarters (terms). Summer quarter (term) is not considered a break in service. A break in service results in loss of all accumulated sick leave.
- D. Transferability
 - 1. Adjunct faculty may transfer accrued leave to any state agency, any educational service district, any school district, or any other institution of higher education as allowed in accordance with RCW 28B.50.551 in a manner that is consistent with the procedure for transfer agreed among the community and technical colleges in Washington State.
 - 2. Adjunct faculty may transfer sick leave from Pierce College to one of the agencies designated above only during the four (4) quarters (terms) immediately subsequent to employment at Pierce College (excluding Summer quarter).
 - 3. Adjunct faculty teaching at Pierce College may transfer sick leave accrual consistent with C above from the designated Washington agencies during the first two quarters (terms) of adjunct faculty employment at Pierce College.
 - 4. While employed in the district, adjunct faculty may not transfer leave from Pierce College to another state agency (as described above) where the faculty is concurrently employed.
- E. Use of sick leave
 - 1. Sick leave may be used during scheduled work days in the quarter (term) for which the adjunct faculty holds an appointment notice. It is understood that if an Adjunct faculty requests sick leave, he or she is not working elsewhere on those same days.
 - 2. Sick leave may be used during a subsequent quarter (term) when:
 - a. The adjunct faculty would have been scheduled for a class in that quarter if leave were not needed, and
 - b. The course(s) is not cancelled or unavailable due to reasons, such as low enrollment or bumping by a full-time faculty, which would cause lack of employment even if the adjunct faculty was able to teach, and
 - c. The adjunct faculty submits a health care provider statement to the Human Resources office confirming the medical necessity for absence from the job and prognosis for return to normal duties.
 - 3. Sick leave may be used for bereavement as described in Section 6.2.

SECTION 13.10: SICK LEAVE

- A. Adjunct faculty starts accruing sick leave beginning the first consecutive term of employment

at the district. The rate of accrual is the same as full-time faculty, except sick leave is prorated depending upon the percentage of full-time. Sick leave is used at the same rate as given.

- B. Faculty whose pattern of absence due to illness or disability affects the delivery of educational services to students may be required to submit a health care provider statement confirming the medical necessity for absence from the job and prognosis for return to normal duties.
- C. Sick leave accrual. Sick leave balance is maintained until there is a break in service for more than four (4) consecutive terms. Summer term is not considered a break in service. A break in service results in loss of all accumulated sick leave.
- D. Transferability
 - 1. Adjunct faculty may transfer accrued leave to any state agency, any educational service district, any school district, or any other institution of higher education as allowed in accordance with RCW 28B.50.551 in a manner that is consistent with the procedure for transfer agreed among the community and technical colleges in Washington State.
 - 2. Adjunct faculty may transfer sick leave from Pierce College to one of the agencies designated above only during the four quarters (terms) immediately subsequent to employment at Pierce College (excluding Summer quarter).
 - 3. Adjunct faculty teaching at Pierce College may transfer sick leave accrual consistent with C above from the designated Washington agencies during the first two (2) terms of adjunct faculty employment at Pierce College.
 - 4. While employed in the district, adjunct faculty may not transfer leave from Pierce College to another state agency (as described above) where the faculty is concurrently employed.
- E. Use of sick leave
 - 1. Sick leave may be used during scheduled work days in the quarter (term) for which the adjunct faculty holds an appointment notice. It is understood that if an adjunct faculty requests sick leave, he or she is not working elsewhere on those same days.
 - 2. Sick leave may be used during a subsequent quarter (term) when:
 - a. The adjunct faculty would have been scheduled for a class in that quarter if leave were not needed, and
 - b. The course(s) is not cancelled or unavailable due to reasons, such as low enrollment or bumping by a Full-time faculty, which would cause lack of employment even if the Adjunct faculty was able to teach, and
 - c. The adjunct faculty submits a health care provider statement to the Human Resources office confirming the medical necessity for absence from the job and prognosis for return to normal duties.
 - 3. Sick leave may be used for bereavement as described in Section 6.2.