

Sick Leave Accrual and Banking LHE Process for Full Time Faculty

This represents the process that stems from the FA/District contract; see section F.2.1 for additional concerns. Information on banking is in contract section D.3.0.

1. Summary of Timelines

- a. Contractual sick leave is added at the beginning of the fiscal year (once per year).
- b. Non-contractual/Overload is added each term
 - i. Classroom added at the beginning of the term.
 - ii. Non-classroom added at the end of the term.
- c. Banking is done at the beginning of the term only.

2. Contractual Sick Leave

- a. Contractual sick leave (C-SL) is paid at the rate of 1 day of sick leave per month of contract. This is added at the beginning of the fiscal year and faculty would see this on their paystubs in July or August, depending on their contract length.
- b. Those on reduced work load contracts accrue sick leave at the percent of full time. *Example:* Those working 50% load would be half of the amounts listed below; a faculty member with classroom hours would accrue 40 sick leave hours for the year.
- c. Contract lengths for different faculty:
 - i. 176 day contract = 10 months = 10 days C-SL = 80 hours sick leave.
 - ii. 195 or 199 day contract = 11 months = 11 days C-SL = 88 hours sick leave.
 - iii. 203 or 212 day contract = 12 months = 12 days C-SL = 96 hours sick leave.
- d. Current C-SL is shown on faculty paystubs.
- e. If sick hours are used, those are deducted at the end of a month and would show up on the following month paystub. Example: using sick leave in September wouldn't show up on the paystub until the end of October.

3. Non-Contractual Sick Leave – “Overload Sick Leave (O-SL)”

- a. Outside of C-SL, sick leave is accrued in three ways only for additional assignments: teaching an overload class, working overload Library/Counseling hours, or *reassigned time* (RT) over 100%.
- b. Any additional tasks do **not** accrue sick hours/days.
 - i. Observing associate faculty
 - ii. Substituting or proctoring for classes
 - iii. Additional assigned administrative duties
- c. All O-SL will be kept in Payroll on a spreadsheet file specific to the faculty member. Any information needed can be obtained by a faculty member by emailing payroll@miracosta.edu and requesting their individual file. *Until a better system is implemented, this will be the process for confirming O-SL hours have been calculated and adjusted accordingly.*
- d. Classroom Overload – Process:
 - i. Classroom work is recorded on a load card and is approved by the faculty member before the term begins.
 - ii. Payroll receives the overload information as well as whether this LHE will be paid out during the term or banked for future use (*banking is similar to comp-time*).
 - iii. 1 LHE = 35 hours (prep included) during fall and spring semesters and 33 hours during summer.
 - iv. Payroll will credit faculty with 2 hours of O-SL per LHE in the load agreement; *this will be credited at the beginning of the term.*
 - v. Sick hours used from O-SL will be recorded each month as they occur.

- e. RT in excess of 100% – Process
 - i. This will be treated as similar to classroom overload for the purpose of sick leave, and faculty will use the electronic load card process.
 - ii. 2 O-SL for each 1 LHE is the ratio.
- f. Non-Classroom Overload for Librarians or Counselors – Process:
 - i. Non-classroom work is recorded on a time-card as it is done and submitted at the end of a month.
 - ii. Only contact hours are recorded; prep hours are included through the 1.4 time factor... someone who does 10 hours of counseling will have 4 hours prep for 14 total paid hours. To simplify the calculation, only the recorded counseling hours are used for the computation.
 - iii. 1 LHE = 38.5 hours (prep included) = 27.5 hours (before prep is included).
 - iv. Faculty are credited with 2 hours O-SL for each 27.5 hours on their submitted time reports.
 - v. Payroll will divide total hours by 27.5, then multiply by 2 to obtain the O-SL amount.
 - vi. This O-SL is added to the total after the hours have been performed. Payroll will sum up all the hours over the course of a term and *credit this to the O-SL in the month following the end of a semester*. In fall term, O-SL will be credited in January while in spring term, it will be credited in June. Summer O-SL will be credited in September.
 - vii. Sick hours used from O-SL will be recorded each month as they occur.

4. Banking LHE

- a. Faculty member indicates banking of LHE on the electronic load card.
- b. Payroll is notified and sends out physical copy of banking agreement (triplicate) form.
- c. Faculty member fills this out and signs, then sends it to the dean for signature.
- d. Completed and signed forms are sent to Payroll.
 - i. Payroll staff document the banked LHE hours and appropriate pay rate in the spreadsheet kept in Payroll, and writes the banked LHE balance on the faculty member's copy. Information is dated to make sure it follows the 10-year payout window; any banked LHE that is not used within 10 years must be paid out.
 - ii. One copy goes to faculty file (physical, not electronic). The physical copy for the faculty member is scanned and emailed, with the hard-copy sent through inter-office mail.
- e. Clarification of the banked LHE, or LHE that is unbanked, can be done with an email to payroll@miracosta.edu. Faculty members will be recommended to keep their copies and document their hours as well.
- f. Any banked LHE questions can be sent to payroll@miracosta.edu with the understanding that a response may be delayed until the end of a pay period or the end of a term.