ALL FACULTY ASSOCIATION • SANTA ROSA JUNIOR COLLEGE

HOLIDAYS AND SICK LEAVE

Effective date – August 16, 2006

Revised date – August 23, 2023

Holidays

AFA agrees to provide its permanent office staff holiday pay on all paid District holidays each school year.

Calculation of each day's holiday pay shall be based upon employee's average workday, as determined by AFA Officers.

Sick Leave

AFA permanent office staff shall be entitled to paid sick leave for illness or injury to, or medical appointments for, themselves or members of their immediate family, exclusive of days they are not required to render service. This sick leave shall accrue at the rate of one (1) hour for each 21.5 hours of paid service.

Pay for any day of such absence shall be the same as the pay that would have been received had the employee served during the day of illness. Calculation shall be based upon each employee's average workday, as determined by AFA Officers.

Except in cases of sudden illness or injury, the employee shall give notice of their impending absence to AFA Officers or their designee during the working day preceding the absence. After regular work hours, the employee shall notify AFA Officers or their designee as soon as it is known that an absence from duty will be necessary.

Sick leave may be used in hourly increments, for example for medical/dental appointments.