



Santa Monica Community College District • Office of Human Resources
1900 Pico Blvd., Santa Monica, CA 90405-1628 • Phone (310) 434-4415 • Facsimile (310) 434-4256

SMC PROCEDURES FOR ABSENCES – CLASSIFIED EMPLOYEES

WHAT NOTICE DO I HAVE TO PROVIDE IF I AM ABSENT FROM WORK DUE TO ILLNESS OR PERSONAL NECESSITY?

District-CSEA Collective Bargaining Agreement Article 7.1.9:

- a. For **day shift employees**, notification shall be provided **at least 30 minutes prior** to the commencement of the shift.
- b. For **employees on the swing or graveyard shift**, notification shall be provided **two (2) hours prior** to the commencement of the shift, unless the immediate supervisor notifies the employee that a later time for such notification is authorized.

Employees shall indicate the reasons for their absences and the intended day of their return to work.

SUPERVISOR’S NOTE TO EMPLOYEES: Unless an employee is given direction otherwise, please provide the required notice by calling and leaving a message.

H.R. NOTE: When an employee calls out from work, he/she should state First and Last Name, Department, Supervisor’s Name and the general reason such as “illness” or “personal necessity” or “bereavement” or “jury duty, or “tardy/late” or so on.

WHEN DO I HAVE TO SUBMIT THE REPORT OF ABSENCE FORM?

District-CSEA Collective Bargaining Agreement 7.1.7:

Immediately upon return to work, the employee shall complete the appropriate District form verifying his or her absence and submit it to his/her immediate supervisor.

SUPERVISOR’S NOTE TO EMPLOYEES: Upon your return back to work please see your supervisor. Your timecard maybe held prior to the start of your shift to ensure that your report of absence form properly completed.

H.R. NOTE: For illness and personal necessity absences, please follow Article 7.1.7 and submit the Report of Absence form **immediately** upon return to work. Usually, this means that the Report of Absence form should be completed and submitted **on the day the employee returns to work**.

WHAT DO I HAVE TO PROVIDE IF I AM ABSENT FROM WORK FOR MORE THAN 5 CONSECUTIVE DAYS DUE TO ILLNESS?

District-CSEA Collective Bargaining Agreement Article 7.2.8:

In the case of sick leave absence, the District reserves the right to require any reasonable proof verifying that the employee was entitled to sick leave for the days claimed. In **the event that an employee will be absent for more than five (5) consecutive days, the employee must notify the District by no later than the fifth consecutive day of absence, of the expected duration of the absence, and verifying that such leave is for sick leave.** In the event that an employee fails to so notify the District, the employee’s absence shall be deemed to be an unauthorized leave pursuant to Article 7.1.6 of this agreement, until such time as the employee properly verifies her/his illness.

H.R. NOTE: The illness absences that are more than 5 consecutive days, the employee should submit the verification to H.R. The verification can be brought to the H.R. Offices, emailed to rogers_lugina@smc.edu, or faxed to 310.434.4145. If an employee is absent due to illness for 5 or more consecutive days, the District may request a statement from a healthcare practitioner pursuant to Article 7.2.8.1 before an employee returns to work.

FOR WHAT TYPES OF ABSENCES MAY I USE A VACATION DAY?

District-CSEA Collective Bargaining Agreement Article 9.2.1:

Classified employees may take vacation days **only after securing advance approval from their immediate supervisor** except as required in 7.2.6 and 7.14.2d. All vacation requests, including all scheduling of vacation as set forth in this Article, shall be submitted on the standardized District form prepared and authorized by the Office of Human Resources. Every attempt will be made to give the employee the vacation dates of their choosing.

H.R. NOTE: A Report of Absence form should be submitted to the immediate supervisor and approved by the immediate supervisor **before** the vacation day is taken.

WHEN MAY I USE PERSONAL NECESSITY LEAVE?

Personal necessity may only be used for specific types of leave as set forth in **Article 7.5** of the District-CSEA Collective Bargaining Agreement. The most commonly used basis is below but please note that the contract has other bases for personal necessity leave:

District-CSEA Collective Bargaining Agreement Article 7.5.1.2:

as a result of an accident or illness involving an employee's person or property or the person or property of his/her immediate family;

H.R. NOTE: Employees should specify the reason for personal necessity on the Report of Absence form as set forth in Article 7.5.

MAY I USE VACATION DAYS WHEN I AM ABSENT DUE TO ILLNESS OR INJURY?

District-CSEA Collective Bargaining Agreement Article 7.2.6:

In the event that an employee has exhausted all accumulated sick leave credit, **the District will apply accrued and unused vacation days to supplement the exhausted sick leave** unless the employee provided written notice to the District not to do so.

H.R. NOTE: The written notice should be provided to Ms. Lugina Rogers in the HR Office if you are choosing to **not** use your vacation.

HOW MANY DAYS OF BEREAVEMENT LEAVE ARE GRANTED TO CLASSIFIED EMPLOYEES?

District-CSEA Collective Bargaining Agreement Article 7.3.1:

Employees shall be allowed necessary leave of absence not to exceed **3 days, or five days if out-of-state travel is required, or more than 300 miles** because of the death of any member of the immediate family.

District-CSEA Collective Bargaining Agreement Article 7.15:

“Immediate family” means the spouse, domestic partner, mother, father, step parent, grandmother, grandfather, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister, foster child or adopted child, either of the employee or of the spouse or of the domestic partner of the employee.

WHO SHOULD I CONTACT IF I HAVE ANY QUESTIONS?

Ms. Lugina Rogers, H.R. Analyst, Leaves & Benefits.

Phone: (310) 434-4060

Fax: (310) 434-4256

Email: rogers_lugina@smc.edu