



ALL FACULTY ASSOCIATION • SANTA ROSA JUNIOR COLLEGE

HOLIDAYS, SICK LEAVE AND PERSONAL TIME OFF

Effective date – August 16, 2006

Revised date – October 23, 2024

Holidays

AFA agrees to provide its permanent office staff holiday pay on all paid District holidays each school year. On Employee/District Split days, AFA will pay ½ the holiday time and the employee may choose to apply personal time for the remaining holiday hours up to the calculated average workday.

Calculation of each day's holiday pay shall be based upon employee's average workday, as determined by AFA Officers. Each May, before graduation, the Cabinet shall evaluate the duties and schedules of staff members. The cabinet, in consultation with each staff member, will agree upon an average workday for the following year to determine holiday compensation.

Personal Time Off

AFA permanent office staff shall be entitled to paid personal time off (PTO). This time may be used as sick leave for illness or injury to, or medical appointments for, themselves or members of their immediate family, and personal time off, exclusive of days they are not required to render service. Personal time off shall accrue at the rate of one (1) hour for each 20 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 absence.

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.

Personal time off may be used in hourly increments, for example for medical/dental appointments.