



KNOW YOUR CONTRACT

Personal Illness and Personal Business

WHAT DOES YOUR CONTRACT SAY?

Article 10: Members are entitled to 10 days of leave per year. Leave accumulates year-to-year for your use for “personal illness.” Members are entitled to use 10 days of that leave per year for “personal business.” That leave also comes out of your illness bank. If you go over 10 “personal business” days per year, the district will deduct the cost of your per diem per day past 10 “personal business” days. You can use as many leave days as you have for “personal illness” without a financial cost. Any days of “personal illness” taken beyond your leave, the district will deduct the cost of the substitute.

DO I NEED PERMISSION?

You do not need permission to take your personal illness days. For personal business you do not need permission unless it extends a holiday or vacation break. There is a form to fill out to request that time off. The district may require a doctor's note to verify the illness or injury if your illness lasts longer than five consecutive days.

DO MY DAYS ROLL OVER?

Personal business days do not rollover to future years. Unused personal illness days are “banked” for future use for a longer term medical leave or maternity leave. Unused personal illness days may be converted to additional service time at retirement.

WHAT ARE MY OPTIONS IF I RUN OUT OF LEAVE?

Unit members who exhaust their personal illness leave are entitled to partially paid medical leave for up to 5 months. By law, this leave will cover your regular salary minus the cost of the substitute.

If you take a “personal illness” day and you are out of leave, the district will deduct the cost of the substitute needed to cover your absence.

HOW DOES FAMILY ILLNESS WORK WITH MY SICK LEAVE BANK AND PERSONAL BUSINESS DAYS?

Here are some hypotheticals regarding using your sick leave bank:

A teacher, on their first day of school has 40 "sick days," of which 10 days can be taken as personal business. Due to a family illness, that teacher takes 10 family illness days. This leaves the member with 30 "sick days," of which 10 days can be used as Personal Business.

If the teacher has 15 sick days available at the start of the year, and uses 10 days as Illness Family, that leaves the teacher with only 5 days remaining. Those remaining 5 days can be used as either sick days or PB days.

If the teacher has only 10 sick days available at the start of the year, and uses 10 days as Illness Family, that leaves the teacher with 0 days remaining. They have no more sick leave, and thus, no more PB time.

Reminder: If you are out of sick leave, Family Illness will charge your full per diem rate. Personal Illness will only charge you the cost of the substitute.

ARE THESE THE ONLY LEAVE OPTIONS?

These are not the only leave options. Please speak with your site rep and refer to the contract for other types of leave or review other "Know Your Contract" information sheets that may address some of the other leave provisions.

Temecula Valley Educators Association

29377 Rancho California Rd #206 Temecula, CA 92591 Tel: 951-699-9970

www.tveducators.org