

## Frequently Asked Questions: Leaves

### Where can I find information and apply for leave under the Family Medical Leave Act (FMLA)?

- You can find the FMLA request form and information on the Benefits webpage under **Family Medical Leave Act (FMLA) Information**.

<https://www.sdccd.edu/about/departments-and-offices/human-resources/benefits/benefit-forms.aspx>

### How can I receive a fiscal year advancement of sick leave or half-salary sick leave bucket?

- Please fill out the form linked below and email it to [hrpayroll@sdccd.edu](mailto:hrpayroll@sdccd.edu) and cc your supervisor.

<https://www.sdccd.edu/docs/HumanResources/payroll/forms/Leave%20Prior%20to%20Accrual%20Request%20%20Agreement.pdf>

### How do I know if I exceeded the maximum limit of accrual for vacation leave?

- To view your leave balances, please sign into PeopleSoft, click on **Employee Dashboard > My Time > Leave/Comp Time**.
- Maximum Vacation Accrual:
  - **Classified:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by their current accrual rate” (*Classified Handbook, ARTICLE X – VACATION, 10.3.6 Vacation Allowance, pg. 53*).
  - **Police Officers Association:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by his/her current accrual rate” (*POA Handbook, ARTICLE VIII - VACATION, 8.3.7 Vacation Allowance, pg. 26*).
  - **Association of Confidential Employees:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by their current accrual rate” (*ACE Handbook, CHAPTER XIII – VACATION, 13.3.3 Vacation Allowance, pg. 37*).
  - **Management:**
    - Employees hired prior to December 31, 2014: “The maximum accumulation of vacation shall be limited to three times (seventy-five [75] days maximum) the annual allowance permitted by their current accrual rate” (*MGMT Handbook, CHAPTER XI – VACATION, Section 4. Vacation Accumulation, pg. 39*).
    - Employees hired after January 1, 2015: “The maximum accumulation of vacation shall be limited to twice (fifty [50] days maximum) the annual allowance permitted by their current accrual rate” (*MGMT Handbook, CHAPTER XI – VACATION, Section 4. Vacation Accumulation, pg. 39*).
  - **Supervisory:** “The maximum accumulation of vacation shall be limited to twice the annual allowance permitted by their current accrual rate” (*SPAA Handbook, CHAPTER XIII – VACATION, 13.3.4 Vacation Allowance, pg. 45*).