


**Los Angeles Community College District
Interoffice Memorandum**

HUMAN RESOURCES DIVISION

Date: May 21, 2010

To: Presidents
Vice Presidents Administration
Vice Presidents Academic Affairs
SPOCS

FYI
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From: Michael Shanahan 
Associate Vice Chancellor
Employer-Employee Relations

Re: FACULTY ILLNESS LEAVE (MONTHLY RATE)

As a result of several inquiries, EER recently reviewed how faculty illness leave has been administered. We learned that it has been incorrectly handled and has been processed in the same manner as classified illness leaves. The Payroll Office has notified us that it has now completed its reconfiguration to the correct method. Effective immediately, faculty illness leave will be administered consistent with the Faculty Guild collective bargaining agreement, Article 25, as outlined below.

NEW PROCESS

1. College administrators must identify those faculty members approaching the limits of their illness leave and send them the Leave Exhaustion Letter informing them of their status and choices. (See attached sample letter #1.)
2. If the faculty member makes no choice or chooses layoff, the appropriate college will send a Layoff Letter to the faculty member with the effective date. (See attached sample letter #2.) Additionally, the college will be responsible for entering the administrative action into the SAP system.
3. Other actions should be administered at the college such as resignation, leave of absence, etc.
4. If an employee requests to return with restrictions, the college administration should immediately schedule an interactive meeting to review the restrictions and discuss possible accommodations.
5. An SAP report is in development to assist in identifying relevant faculty members.

ADMINISTRATIVE GUIDELINES

1. "On July 1 of each year, each Monthly Rate Faculty Member assigned on "A" or "D" basis shall be credited with twelve days of illness leave and those assigned on "B" or "C" basis shall be credited with ten days of illness leave."

Note that there is **no recharge for half-pay days**. For faculty there is no quota of half-pay illness days.

2. "... a full-time Monthly Rate Faculty Member on unpaid leave of absence shall have his or her entitlement to illness leave reduced by one day for each month the employee is on the leave of absence without pay..." **This means that an employee will receive one less day in their recharge for every month on unpaid leave in the prior year.**
3. "... the faculty member will be paid his or her full salary for the days of absence up to the total number of days of full-pay illness leave he or she has accumulated..."
4. "... after he or she has exhausted all accumulated full-pay illness leave, the faculty member shall be eligible for extended illness leave..." **Extended Illness Leave is half-pay only.**
5. "Once commenced, the extended illness leave can continue until 100 days have elapsed since the first day the faculty member was absent because of illness, injury, or quarantine, including the days that were covered by full-pay illness leave."

The total length of the illness leave is limited to **the employee's full pay illness leave balance or 100 days, whichever is greater.**

6. "**After a faculty member exhausts all accumulated illness leave and any available extended illness leave**" he/she must either "return to work, resign, retire if eligible, or apply for an unpaid [personal] leave of absence under Section P. If the Monthly Rate Faculty Member applies for an unpaid leave, an initial leave of up to one year shall be granted." Recall that faculty will not be eligible for benefits while on unpaid personal leave.
7. If none of the choices in #6 above are chosen, the faculty member will be separated from service and placed on the 39-month re-employment list.

c: Dr. Adriana Barrera, Deputy Vice Chancellor



LOS ANGELES COMMUNITY COLLEGES

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HUMAN RESOURCES DIVISION

SAMPLE LETTER #1

(DATE)

(INSIDE ADDRESS)

(SALUTATION):

District faculty employees on an illness leave of absence are limited to the greater of their full pay illness balance or one hundred (100) consecutive days of leave. Our records indicate that you have or will shortly exceed the maximum time off allowable under your leave of absence.

This notice is being provided in accordance with the Faculty Agreement, Article 25.E.5a which states:

- (1) After the exhaustion of all accumulated and extended illness leave, a Monthly Rate Faculty Member may return to work, resign, retire if eligible, or apply for an unpaid leave of absence under Section N. If the Monthly Rate Faculty Member applies for an unpaid leave, an initial leave of up to one year shall be granted.**
- (2) If the Monthly Rate Faculty Member fails to return to work, resign, retire, or apply for an unpaid leave (or if a subsequent extension of an initial unpaid leave is denied) the faculty member shall be separated from service with the District and placed on a thirty-nine month reemployment list.**

Once a monthly rate faculty member has exceeded the maximum allowable time off under an illness leave of absence, that employee has several options.

As a faculty member on illness leave, you must contact this office no later than **(30 DAYS FROM DATE OF LETTER)** to inform us of the specific option you have selected. If we do not hear from you by **(SPECIFY THE DATE HERE)**, we will implement option 5.

SAMPLE LETTER #1 PAGE 2

(NAME)
(PAGE 2.)
(DATE)

OPTIONS

1. Return to work with or without request for accommodation – If you can provide medical documentation that you are fit to return to your position, you should provide it now. If you require accommodation of a physical limitation or restriction, provide medical documentation of your limitations with your request for the accommodation.
2. Resign – You may resign your employment with the District.
3. Retire – If eligible.
4. Request a personal unpaid leave of absence of up to one year.
5. Reemployment List – Your assignment will be ended and you will be placed on the reemployment list for your classification for a maximum of thirty-nine (39) months.

It is very important that you cooperate fully and promptly with this process. If you have any questions, please feel free to contact **(NAME OF PERSON WHO SIGNS THE LETTER/OFFICE)** at **(TELEPHONE NUMBER)**.

(COMPLIMENTARY CLOSING)

(SIGNATURE)
(NAME & TITLE)

P:\Faculty Illness Leave Exhaustion Letter 04/21/10 rm



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SAMPLE LETTER #2

(DATE)

(INSIDE ADDRESS)

(SALUTATION):

Article 25.E.5a of the collective bargaining agreement with the Los Angeles College Faculty Guild provides that faculty employees on an illness leave of absence are limited to the greater of their full pay illness balance or one hundred (100) consecutive days of leave. Our records indicate that you have been on leave since **(DATE)**.

Once an employee has exceeded the maximum allowable time off under an illness leave of absence, that employee has several options. Those options were communicated to you in a letter dated **(DATE OF LETTER #1)**.

Consequently, the **(NAME OF CAMPUS)** will remove you from your assignment and place you on the reemployment list for your classification for a maximum of thirty-nine (39) months effective **(TWO WEEKS FROM DATE OF LETTER #2)**. If, in the future, you are medically cleared to return to work, you will have reemployment rights to the class from which you were removed.

Additional information on job placement and reemployment issues may be obtained by contacting Carlos Covarrubias, Academic Personnel Specialist at (213) 891-2308. Other questions related to your employment status should be directed to the appropriate Vice President at **(NAME OF CAMPUS)**.

(COMPLIMENTARY CLOSING)

**(SIGNATURE
(NAME & TITLE)**

P:\Faculty Illness Leave LayOff Letter 04/22/10 rm