

Time Reporting Codes

Reporting Code	CONTRACT Classified	Description	Page(s)
JUR	Jury Duty Leave	Judicial and Official Appearance Leave shall be granted for the purposes of regularly called jury duty, (except for voluntary grand jury service), appearance as a witness in court other than as a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the misconduct of the unit member.	64
LBL	Bereavement Leave	<p>Absence with pay for a period not to exceed (5) five work days shall be granted to a unit member upon request, upon the death of a member of his/her immediate household or the unit member's:</p> <ul style="list-style-type: none"> • Child (or person raised by the unit member) • Spouse (or certified domestic partner) • Parent (or person who raised the unit member) • Brother or sister <p>Up to (5) five additional days of accumulated full salary sick leave may be used for the aforementioned bereavement purposes in the section (a).</p> <p>b. Absence with pay for a period not to exceed three (3) work days [five (5) work days if out of state travel is required] shall be granted upon request, upon the death of the unit member's, or current spouse's or certified domestic partner's:</p> <ul style="list-style-type: none"> • Stepmother or stepfather • Grandparent • Guardian or ward • Grandchild or stepchild • Brother-in-law or sister-in-law • Son-in-law or daughter-in-law • Stepbrother or stepsister <p>Or the current spouse's or domestic partner's: parent or child.</p> <p>Up to (3) three additional days of accumulated full salary sick leave may be used for the aforementioned bereavement purposes in this section (b).</p>	62-63

Time Reporting Codes

Reporting Code	CONTRACT Classified	Description	Page(s)
LPB	Personal Business w/Pay	<p>Unit members <i>may</i> be excused from duty with verbal or written permission from the supervisor, with pay, for a period of not more than two (2) hours in increments of fifteen (15) minutes. If the supervisor denies the request, said denial is not grievable. Valid reasons for and conditions of Personal Business Leave are limited to the following:</p> <ol style="list-style-type: none"> a. Death or illness in immediate family (extension of bereavement leave). b. Extension of paternity/adoption leave in emergency cases. c. Unavoidable transportation delay. d. Private legal matters, including marriage and divorce. e. Attendance at graduation ceremonies (immediate family). f. Participation in college graduation ceremonies. g. Attendance, as officer or delegate, at civic, or fraternal conventions. h. Funeral attendance. i. Emergency child-care problems. j. To serve as executor of a will. k. Meeting spouse or seeing him/her or to overseas duty. l. Attendance at a wedding. m. Taking examinations. n. Medical appointments o. Religious observances. p. Registering for classes. q. Attendance at child's individual parent-teacher consultations. r. District or AFT sponsored retirement workshops. 	61
LWO	Leave Without Pay	Permission to be absent without pay may be granted to a unit member, for a period not to exceed thirty (30) calendar days.	60
SFN	Family Necessity Leave	A maximum of fifty-six (56) hours of accrued full-salary sick leave may be used in a fiscal year for absence to care for the unit member's sick child, parent, spouse, or domestic partner for non-FMLA qualifying illnesses.	48

Time Reporting Codes

Reporting Code	CONTRACT Classified	Description	Page(s)
SLS	Sick Leave Salary	Accrued full-salary sick leave credit may be used for the following reasons: absence from duty because of the unit member's illness, injury, medical or dental appointment, exposure to contagious disease, disability due to pregnancy, or to care for a family member under an FMLA qualifying event. Accumulated benefits may also be used for personal necessity, herin defined, and in connection with leaves asrising from industrial accident and illness.	48
SPN	Personal Necessity Leave	A maximum of fifty-six (56) hours of accumulated, full-salary sick leave credit may be used for Personal Necessity Leave in each fiscal year at the discretion of the unit member. Absences for Personal Necessity Leave may be taken in increments of fifteen (15) minutes or more and shall not be granted during a scheduled vacation or leave of absence (must have prior approval). In an emergency, requests for Personal Necessity Leave may be made orally to the immediate supervisor, but still must be approved in advanced.	48
VAC	Vacation Leave	Vacation days shall be granted to all regular, monthly unit members covered by this Agreement. New unit members shall not be eligible to take vacation prior to completion of six (6) months of paid service. Vacations shall not be taken prior to the time that such vacation days are earned. Exceptions may be approved by the appropriate manager. The advanced hours shall not exceed the balance to be accrued during the remainder of the fiscal year.	43-45

Time Reporting Codes

Reporting Code	CONTRACT Classified	Description	Page(s)
C15	Comp Time Earned 1.5 hours	Overtime compensation may be in the form of compensatory time off or pay. The District shall consider the unit member's preferred compensation option. If the unit member and the supervisor cannot agree upon the form of compensation, the form of compensation shall be as determined by the supervisor. Exception: Unit members required to work overtime on duties relating to the summer session or intersession shall have the option to request either compensatory time off or pay. The District will not hire additional hourly workers in an attempt to deny overtime opportunities of unit members for duties relating to the summer session or intersession.	18-19
C20	Comp Time Earned 2.0 hours		
C25	Comp Time Earned 2.5 hours		
C37	Comp Time Earned 3.75 hours		
CTO	Comp Time Taken-Paid Straight	The code is to be entered when Comp Time is schedule to be used.	18-19