

ADJUNCT FACULTY MATERNITY LEAVE

Adjunct Faculty members typically use **State Disability Insurance** and/or **Sick Leave** during maternity leave.

I. STATE DISABILITY INSURANCE (SDI)

Because adjunct faculty pay into State Disability Insurance (SDI), adjunct faculty may use state disability insurance. However, SDI is not coordinated through the District.

If an adjunct faculty member is interested in using SDI, the adjunct must contact the State Disability Insurance Office at 800-563-2441 or check the SDI website for more information concerning their benefit.

State Disability Office website

https://www.edd.ca.gov/disability/pfl_mothers.htm.

II. SICK LEAVE

United Faculty Contract

http://www.4cd.edu/hr/uf_contract/Final%202017-2020%20UF%20Contract.pdf

Article 12.10.1 of the United Faculty contract indicates faculty member may use accumulated sick leave during maternity leave.

II. INSTRUCTIONS

- Complete the leave form to indicate use of sick leave and/or SDI.
- Provide the start date and the end date for sick leave and/or SDI
- Provide a doctor's note (sick leave) indicating the start and end for sick leave.
- Provide this your manager (for payroll and substitute planning purposes).

Date: _____

Employee: _____

Supervisor/Manager: _____

I hereby request (check one):

- meeting/conference leave
- personal necessity leave
- vacation leave
- sick leave
- bereavement leave
- jury or witness leave
- other _____

Date(s) leave is requested for: _____

If less than a full day, indicate hours: _____

For the following reason:

If meeting/conference leave is requested and expense reimbursement is anticipated, complete the following:

Estimated Cost _____ Expense ASN _____

Date: _____

Your request for leave is:

- approved
- disapproved

Supervisor/Manager

Distribution
White-Originator
Canary-Supervisor/Manager
Pink-District Payroll
Goldenrod-Receptionist