

## **F.A.Q. ABOUT LEAVES FOR PART-TIMERS**

**By Phyllis Eckler**

**March 6, 2007**

### ***1. How many sick leave days do I get a year?***

Part-timers get one sick leave hour in the “bank” for every 18 hours worked. Part-timers put in hours and use up hours not days. A semester is considered 17.5 weeks for adjunct credit instructors and 15.5 weeks for non-credit teachers. So for approximately each unit hour taught per week you must multiply that by either 17.5 (credit) or 15.5 (non-credit) and then divide by 18 to figure out how many hours of sick leave you will bank per semester for that one hour taught. Do this for every semester or intersession that you teach in a year and you will figure out how many sick hours you have accumulated in that year. One never loses sick hours unless one uses them. They roll over from year to year.

### ***2. How do I know how many hours I have banked?***

The district has put everyone’s banked sick accumulation online through Oracle. You will no longer be receiving a mailed statement. You can check your online by going to the GCC website clicking “Faculty & Staff” then clicking on “Private Internal Links” then putting in your user name (usually the name used at the beginning of your GCC e-mail address) and password. Then click on “GCC Self-Serve”, click on “Self-serve Login”, then click on “Apps Logon Links”, then click on “E-Business Home Page” then input your user name (which is the name used in front of your “@glendale.edu”) then input password which is the first two letters of your last name IN CAPITOLS followed by the last four digits of your social security number with no spaces. Hit “login”

You will then be asked to change this password to a new one.

You will then go to a page that has a link “GCC SSHR Employee Adjunct”. Click the link.

Click on “iGCC Information” This will lead you to a page about your pay status.

Click on “View Accrual Reports”

In the “Enter Access Code” box type in the name used for your GCC e-mail (minus the address) plus the last four of your social security # with no spaces. Click “Submit Query”.

The final page that comes up should tell you how many sick hours you have accumulated and there is a dialogue box open that asks if you want to print the report out.

**3. *How many sick leave hours can I use in a year?***

You can use up to your full banked amount at any time.

**4. *How many Personal Necessity (PN) hours can I use in a year ?***

You can use up to 70% of the number of sick hours that you accumulate in a single year. Say, for example you teach one three hour course per week you would accumulate a little less than 3 sick hours per semester or 6 hours per year (since the weeks of semester are still calculated in the old uncompressed 17.5 week semester way). Your PN allotment for the year would then be 4.2 hours.

**5. *What is the bereavement leave and jury duty policy for part-timers ?***

It is the same as for full-timers and can be found in article VII of the guild bargaining agreement contract which can be found at [www.glendale.edu/guild](http://www.glendale.edu/guild) Hours used for these events do not affect your sick leave banked balance.