



**SIDE LETTER**  
 Between the  
 MiraCosta Community College District &  
 MiraCosta Community College District - Faculty Assembly  
 17-01

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With regards to sections F.2.0 (Sick Leave) and F.8.0 (Personal Necessity Leave) in the Faculty Assembly Agreement, this side letter documents the following understanding:

- 1) The standard contractual work week for all full-time faculty is forty (40) hours, including all leave and reassigned time. (C.2.3) Faculty are considered on-duty five days per week for contractual assignments, regardless of the number of days they meet with their classes or their duty obligations. (F.2.1).
- 2) Contractual duties include contact hours, preparation hours, student hours, and institutional service hours as defined in section C.1.1 of the Faculty Assembly Agreement.
- 3) Faculty who are unable to perform any contractual duties during an entire work day shall be charged one day of sick leave (including personal necessity leave) for each day they are absent.
- 4) Faculty who complete any portion of a day's contractual duties shall be charged only the actual time of absence on each work day. Sick leave (including personal necessity leave) shall be debited according to the following chart:


Fulltime Faculty misses more than	Up to	Sick leave debited
0 hours	2 hours	0.25
2 hours	4 hours	0.50
4 hours	6 hours	0.75
6 hours	—	1.00

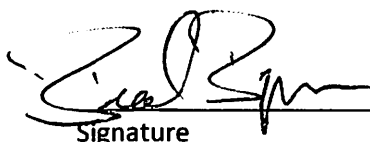
- 5) An absence of any length lasting more than five (5) consecutive days must be verified by a physician, recognized religious practitioner, or registered nurse. (F.2.0).
- 6) Faculty shall notify the Dean of his or her respective department regarding an absence of any duration during a contractual work week. When practicable, faculty should inform the Dean of his or her department in advance regarding any planned or scheduled absence. Faculty are required to report the number of hours absent (up to a maximum of 8 hours per day of absence) on the appropriate district form when unable to perform contractual duties during any work day.

The side letter is effective beginning January 23, 2017 and will apply to all absence reports submitted after the effective date.

Sunita V. Cooke, Ph.D.

Brad Byrom, Ph.D.

Signature  Date 04/04/17  
 Superintendent/President  
 MiraCosta Community College District

Signature  Date 3/27/17  
 President  
 MCCCC Faculty Assembly