

Leaves of Absence for Certificated and Classified Employees (SSDA 13)

Sick Leave

Sick leave may be used for illness or injury of the employee, or for medical appointments for the employee that cannot easily be scheduled outside of work hours.

Full time certificated and classified employees whose work calendar is between 180 and 199 days per year will receive a minimum of ten (10) days sick leave per full year of employment. Full time employees whose work calendar is between 200 and 214 days per year will receive a minimum of eleven (11) days sick leave per full year of employment. Full time employees whose work calendar is 215 or more days per year will receive a minimum of twelve (12) days sick leave per full year of employment.

For those employees employed for less than one full fiscal year, the total amount of sick leave granted will be proportionate to the total time employed during the fiscal year.

Any certificated employee who works less than full time will receive a proportional number of days leave of absence based on the full-time equivalency (FTE) worked.

Classified employees whose regular assignment is less than forty (40) hours per week (full time) will receive a proportional number of hours of sick leave based on the full-time equivalency worked. For example, an employee who works five 4-hour days per week (20 hours per week total, or 0.50 FTE), and has a work calendar of 191 days, would be entitled to ten 4-hour days of leave per year, or a total of 40 hours of sick leave. An employee who works two 5-hour days per week (10 hours per week total or 0.25 FTE), and has a work calendar of 191 days, would be entitled to four 5-hour days of sick leave per year, or a total of 20 hours of sick leave.

The District may require employees to provide proof to substantiate the need to use sick leave, including but not limited to a doctor's note, proof of a medical appointment attended, and/or a certification of necessity signed under penalty of perjury.

Pay for any leave of absence utilizing sick leave will be the same had the employee worked that day and may be taken at any time during the school year. All unused sick leave at the end of each school year will accumulate from year to year.

Personal Necessity

Personal necessity leave may be taken by certificated and classified employees for (1) a death or serious illness of a member of an employee's immediate family, (2) when there is an accident involving the employee or their personal property, or the person or property of the employee's immediate family, or (3) appearance in court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

Personal necessity leave may also be taken by certificated and classified employees for other matters of an urgent nature, such as (4) the need to provide care for a sick or injured family member, (5) medical or other urgent appointments for a family member, (6) unexpected lack of available transportation to work, (7) family or community events, such as weddings, memorials, graduations, or other significant events, (8) observance of religious holidays, (9) mental health care, or (10) other matters of an urgent nature as determined by the Superintendent/Principal or designee.

The following activities are not eligible for personal necessity leave: (1) extending a vacation, (2) political activities (such as protests or rallies), or (3) working at another job or business outside of the district.

The District may require employees to provide proof to substantiate the need for personal necessity leave, including but not limited to a doctor's note, a court order or subpoena, or a certification of necessity signed under penalty of perjury.

Sick leave can be used by the employee at their discretion for cases of personal necessity. Advanced permission is required if feasible but will not be required in cases of 1) a death or serious illness of a member of employee's immediate family, 2) there is an accident involving the employee or their personal property, or the person or property of the employee's immediate family.

Employees may use up to a maximum of seven (7) days of accumulated sick leave for "personal necessity", or the equivalent prorated amount for employees with a part-time schedule or who work for a partial year.

No Tell Leave

Up to two (2) days of "personal necessity" leave, or the equivalent prorated amount for employees with a part-time schedule or who work for a partial year, may be used for "no tell" absences. All "no tell" absences require advance permission and will not be approved if adjacent to holidays. The employee does not need to state a reason for utilizing "no tell" days. Any reason stated, known, unstated, or unknown will not factor into whether "no tell" leave is approved. "No tell" leave is available to both classified and certificated employees.

Bereavement Leave

Certificated and Classified Employees

An employee may take a leave absence for a maximum of five (5) days in the event of the death of any member of an Employee's immediate family (spouse, parents, stepparents, foster parents, father-in-law, mother-in-law, children, stepchildren, foster children, sons-in-law, daughters-in-law, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, and family members living in the employee's immediate household). In this case, there will be no deduction from an Employee's salary, nor shall leave be deducted from any other form of leave.

Industrial Accident and Illness

A qualifying employee may take up to sixty days of industrial accident or illness (IAI) leave per fiscal year for absence due to a work-related injury or illness, reduced by one (1) day for each day of authorized absence. Leave shall commence on the first day of absence due to work-related injury or illness.

IAI leave does not accumulate from year to year. When an industrial accident or illness occurs at a time when the full sixty days will overlap into the next fiscal year, the employee shall be entitled to only that amount of remaining IAI leave at the end of the fiscal year in which the injury or illness occurred for the same illness or injury.

An employee may only take IAI leave for days when the employee would otherwise be performing work for the District (for example, contracted days of employment).

If an employee receives paid benefits from the District during IAI leave, in no case shall a payment for wages lost on any day, when added to an award granted to the employee under the workers' compensation laws of California, exceed the employee's normal wage for that day.

When IAI leave terminates, an employee may be entitled to use other leaves or receive other benefits like sick leave, differential leave, or vacation leave. However, an employee may take only as much additional accumulated leave as, when added to the employee's temporary disability indemnity (if any), will result in a payment to them that does not exceed their full salary.

Certificated Employees

During IAI leave, the District shall pay a certificated employee the portion of the salary due to them for the month in which the absence occurs equal to the difference between (a) the salary the employee would have received for the month had the employee been working and (b) any

workers' compensation award or temporary disability benefit. The District encourages certificated employees to endorse any temporary disability indemnity checks received on account of an employee's industrial accident or illness to the District, in which case the District shall continue to issue the employee's appropriate salary warrants and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the warrants.

Classified Employees

To qualify for IAI leave, a classified employee must have been employed by the District continuously for at least three years.

During IAI leave, the District shall pay a classified employee the portion of wages due to them for each day the absence occurs equal to the difference between (a) the wages the employee would have received for the day had the employee been working and (b) any workers' compensation award or temporary disability benefit. Classified employees must endorse any temporary disability indemnity checks received on account of an employee's industrial accident or illness to the District, in which case the District shall continue to issue the employee's appropriate wage warrants and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the warrants.

Jury Duty

Certificated and Classified Employees

Employees may be absent for jury duty. The District may require employees to provide proof of absence due to jury duty and compensation received for serving as a juror.

The District shall pay an employee the portion of wages or salary due to them for each day of absence due to jury duty equal to the difference between (a) the wages or salary the employee would have received for the day had the employee been working and (b) the daily compensation paid to the employee for jury duty.

Differential Leave

Employees are eligible for "differential leave" and "differential pay" as described below.

Certificated Employees

When a certificated employee has exhausted all available sick leave (including accumulated sick leave) and is still absent because of illness or accident for an additional five-month period, regardless of whether the cause of the absence is work-related, the District shall pay the employee 50% of the employee's regular salary. This is "differential pay."

Classified Employees

In addition to the fully paid sick leave granted to classified employees under this policy (see above), the District shall grant classified employees additional sick leave each year for use during differential leave after accumulated sick leave has been exhausted. ("Differential sick leave" or "extended sick leave.") This additional sick leave for use during differential leave shall equal 100 days less the amount of fully paid sick leave granted to an employee. For example, a fulltime classified employee who has ten (10) days of sick leave available shall also receive ninety (90) days of differential (or "extended") sick leave.

When a classified employee has exhausted all available fully paid sick leave (including accumulated sick leave), the employee may use any differential sick leave. An employee shall be compensated at 50% of the employee's regular daily wages for each day of differential sick leave taken. This is "differential pay."

Pregnancy

District employees are entitled to the full rights afforded them under the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and California's Pregnancy Disability Leave Law. This policy does not recite all of the rights afforded to employees under these laws and only addresses entitlements to leave or other benefits particular to District employees due to their employment as public school employees or an applicable collective bargaining agreement.

Pregnancy Disability Leave (PDL)

Employees may take pregnancy disability leave (PDL) because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of PDL, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.

A certificated or classified employee's disability caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom shall be treated like any other non-work-related temporary disability under this policy and the District's health and temporary disability insurance plans.

Parental Leave/Bonding Leave

In addition to pregnancy disability leave (if any), employees may take up to 12 workweeks of parental leave (or “bonding leave”) for reason of the birth of a child of the employee, or the placement of a child with the employee in connection with the adoption or foster care of the child by the employee. Parental leave under this policy shall run concurrently with any FMLA/CFRA parental leave, and no employee may take more than 12 weeks of parental leave or other qualifying FMLA or CFRA leave during any 12-month period.

Certificated and classified employees shall receive differential pay during parental leave as described above in this policy for certificated or classified employees, respectively.