


Leaves and Absences


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Annually - 5 State & 5 Local days

- Given up front, but earned at 1/2 day for each 18 days of employment.
- **Local** days accrue up to 25.
- **State** days 'go' with if you change districts, have unlimited accrual.



Types of Leave

Discretionary – Employee decision, usually in advance – weddings, graduations; planned events


Non-Discretionary – without advance notice – illness, funeral, doctor appts. – self or family member



Discretionary


Use Eduphoria – **first** – to request date(s) needed.

After receiving approval, then Aesop will allow for scheduling a substitute




Discretionary Limitations

- Not to be taken for more than 2 consecutive days.
- Limited to **no more** than five days per year.
- Not to be taken the day before or after a holiday, end-of -semester/year exams, state-mandated assessments, professional/staff development days.




Immediate Family

- Spouse
- Children
- Parents
- Siblings
- Grandparents/grandchildren
- Person(s) living in employee's house at time of illness or death



Medical Certification

'Fitness to return to work' from health care provider required when absent three (3) consecutive workdays because of personal illness, questionable patterns of illness or FMLA leave for self or others.



Family Medical Leave Act - FMLA

- Must be employed by district for 12 months to be eligible.
- Allows up to 60 work days of **unpaid** leave in a 12-month period for a serious health condition that makes one (or a family member) unable to perform the duties or functions of their job, or for the birth/adoption of newborn/child.




FMLA – cont.

- District continues to pay employee benefits.
- Accrued state and local leave used concurrently with family medical leave.
- If employee eligible for temporary disability, this runs concurrently, too.
- Medical release from family health provider required certifying employee ability to perform essential job functions.



FMLA cont.

- Use Eduphoria to request FMLA time off.
- HR office sends paperwork to be completed by health care provider stating reason for needed time.
- Intermittent recertification for continued need to be off may be required.
- Failure to return to work at the expiration of FMLA will result in employee requirement to reimburse district for employee benefits contributions.



Family Medical Leave Act

“Family” refers only to

- Spouse
- Parent
- Child



Temporary Disability

- Full-time positions which require educator certification by SBEC or local district are eligible for temporary disability leave.
- Maximum length of 180 calendar days.
- Runs concurrently with any other leave.
- Is not a paid leave.




Catastrophic Sick Bank

- Must be a member – requires donation of one local day
- Annual membership enrollment
- Provides up to 30 additional sick leave days for unexpected illness, surgery or disability to due to an injury
- Application for days and attending physician's statement required




Catastrophic Sick Bank cont.

- Family member assistance of 10 days per occurrence with a maximum of 20 per year
- If all days contributed to the bank for the year are used prior to the end of the school year, the bank terminates for the balance of the year
- Unused days do not carry forward to the next calendar year nor are they returned to members of the bank




Catastrophic Sick Bank cont.

- The governing committee consists of one rep from each campus, one from classified personnel, one rep from the administration and one ex officio (with no voting privileges)
- The committee is responsible for approving, disapproving or modifying all requests
- Cannot request or draw days from CSLB until all accrued state and local days are exhausted



Catastrophic


- A catastrophic illness or disability shall be defined as a condition or combination of conditions that is life-threatening and requires five or more days of hospitalization or major medial treatment such as surgery, chemotherapy, radiation and the like.
- The condition has totally incapacitated the employee from work and will require the services of a health care provider.
- Normal maternity or childbirth without complications is not included



Catastrophic Sick Leave Pool

- Is for district employees only
- Is available after all other options have been used
- A 'call' for voluntary donation of local sick days by district employees to assist a fellow employee who has a catastrophic illness or disability

Employee may draw up to 50 days from 'the pool'



Catastrophic Sick Leave Pool

- Is established at the time the request for assistance is made
- Voluntary donation of up to 3 days per year, per employee
- Maximum of 20 days in the pool at any one time, for any one employee
- Ceases to exist when employee returns to work, or max. contributed days are exhausted

