

GDCA SUPPORT STAFF SICK LEAVE

Note: Per Governing Board Policy GBC, the first forty (40) hours of accrued sick leave each fiscal year will also be deemed “Earned Paid Sick Time” in accordance with the “Fair Wages and Healthy Families Act”. Please see Policy GBC (Earned Paid Sick Time) for its application.

Personal Illness

The term *personal illness* includes pregnancy, pregnancy-related issues, and other related medical conditions, and all conditions described as "Family Illness; Quarantine" set forth below.

Eligibility

Career staff personnel employed twenty (20) hours per week or more are eligible for accumulated sick leave. Career staff personnel employed for less than twenty (20) hours per week and temporary employees are eligible for Earned Paid Sick Time per policy GBC.

Probationary career employees will be allowed to accrue and use their accrued sick leave during the probationary period.

Earned Sick Leave

Eligible employees are entitled to earn paid sick leave based on their hours worked at the rate of 0.03847 hours of sick leave for each hour worked) up to a maximum of eight (8) days per year for academic-year employees and up to a maximum of ten (10) days per year for fiscal-year employees.

Sick leave may be taken in no less than one-quarter (1/4) hour increments.

Deductions upon Exhaustion of Sick Leave

A nonexempt staff employee, as defined in Policy GDA, will not be paid for hours that such employee is absent from work due to personal illness, once the employee's total earned sick leave and allotted personal leave have been exhausted.

When an exempt staff employee, as defined in Policy GDA, has exhausted the employee's total earned sick leave and allotted personal leave, the District may deduct pay from such employee's salary for the time of the employee's absence in excess of the employee's earned sick leave and allotted personal leave.

Unpaid Extended Leave

An employee who has used the total allowed paid sick leave may be placed on an unpaid extended leave of absence status by applying for such leave in accordance with Policy GDCC, Support Staff Leaves of Absence without Pay.

Sick Leave Accrual

There is no limit to the amount of sick leave that may be accrued. Accrued sick leave may be accumulated from year to year.

Upon retirement, resignation, or termination for other cause, the District will pay for all unused sick leave at the rate established by the Governing Board for such purpose.

Approved Sick Leave

Eligible employees may be granted sick leave when they are unable to perform their duties because of personal illness or injury, or because they must be absent from work for the purpose of obtaining health-related services not available before or after regular working hours.

If an employee has exhausted all personal leave time, the employee may request one (1) additional day of accrued paid sick leave to be converted to a personal leave day with the approval of the site administrator or immediate supervisor.

Approved Absence without Pay

With approval by the supervisor, employees not eligible for sick leave benefits may be absent without pay because of personal illness or injury or for the purpose of obtaining health-related services available only during regular working hours.

Substitution of Sick Leave for Family and Medical Leave

At an employee's option, earned sick leave may be substituted for otherwise unpaid family and medical leave when such leave is taken because of an eligible employee's own serious health condition that renders the employee unable to perform the functions of the assigned position or the serious health condition of the employee's spouse, child, or parent, in accordance with Policy GDCCA. If an employee elects to substitute paid sick leave for family and medical leave, restrictions on the use of paid sick leave set forth herein that are contrary to those set forth in Policy GDCCA shall not apply. An employee electing such substitution need only comply with any notice requirements applicable to the use of paid sick leave, and not with the more stringent notice and certification requirements set forth in Policy GDCCA, unless the employee's paid leave period is followed by a period of unpaid family and medical leave. The limitations on the use of sick leave applicable to employees who have abortions shall remain applicable to

the substitution of paid sick leave for family and medical leave in accordance with Policy GDCCA.

Procedure and Controls

Sick leave should be approved in advance whenever possible. Sudden illness that results in absence must be reported to the employee's supervisor as early as possible. Family and medical leave taken pursuant to Policy GDCCA is subject to the requirements and procedures set forth therein.

If there is reason to believe that sick leave is being abused, the employee's supervisor may require verification of illness by means of a physician's statement or through other appropriate methods. If it is determined by the District that the sick leave is being abused, such sick leave benefits shall be reduced or terminated with respect to that occurrence immediately.

The human resources division will periodically review sick leave usage and submit reports to supervisors.

Illness during Vacation or Authorized Holiday

Eligible staff members who become ill during periods of authorized vacation leave may request conversion of that portion to sick leave. It is the responsibility of the employee to report such illness to the immediate supervisor. Supervisors are authorized to make such changes and may do so on the time report form in the same manner by which they charge sick leave in other situations.

If an authorized holiday falls within a period of absence caused by illness, sick leave for the holiday period will not be charged to an employee. It is the responsibility of the employee to report such illness to the immediate supervisor.

Family Illness; Quarantine

Family illness:

- With approval by the principal or the supervisor, an employee may be absent because of illness in the family (*family to be defined by the employee*) provided that such absence shall be deducted from the employee's sick leave.
- At an employee's option, paid sick leave for family illness may be substituted for all or a portion of otherwise unpaid family and medical leave taken by an eligible employee to care for a spouse, child, or parent with a serious health condition pursuant to Policy GCCC. Such substitution is not subject to principal or supervisor approval.
- Should there be reason to believe that absence due to family illness is being abused, the employee's supervisor may require verification of illness by means of a physician's

