

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

DEFINITIONS

The term "immediate family" is defined as:

FAMILY

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

FAMILY  
EMERGENCY

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

WORKDAY

A "workday" for purposes of earning, use, or recording shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

CATASTROPHIC  
ILLNESS OR INJURY

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

AVAILABILITY

The District shall make paid leave for the current year available for use at the beginning of the school year.

The District shall not approve paid leave for more workdays than have been accumulated in prior years plus those to be earned during the current year. Any absences beyond available paid leave shall result in deductions from the employee's pay.

EARNING LEAVE

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An employee shall not earn leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

When an employee has used more leave than he or she has earned, the District shall deduct the cost of unearned leave days from the employee's final paycheck for the year or from the last paycheck after the employee ceases to be employed by the District.

RECORDING

Leave shall be recorded as follows:

1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.
3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

ORDER OF USE

Earned compensatory time shall be used before any available paid state and local leave. [See DEA]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave-sick leave personal
2. State sick leave accumulated before the 1995-96 school year.
3. State personal leave.
4. Extended leave, if applicable.

Use of extended sick leave and sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

CONCURRENT USE OF  
LEAVE

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

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MEDICAL  
CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or absent more than three consecutive days because of illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

5. Upon return to work the employee must provide medical certification of the employee's fitness to return to work.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

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**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

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STATE PERSONAL  
LEAVE

For purposes of this section, each employee shall earn state personal leave up to the statutory maximum of five workdays annually at the rate of one-half workday for each 18 workdays of employment.

The Board requires employees to differentiate the manner in which state personal leave is used:

NON-  
DISCRETIONARY  
USE

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

DISCRETIONARY  
USE

2. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

LIMITATIONS

REQUEST FOR  
LEAVE

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

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DURATION OF LEAVE	Discretionary use of state personal leave shall not exceed three consecutive workdays.
SCHEDULE LIMITATIONS	Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester exams, days scheduled for state-mandated assessments, or professional or staff development days.
LOCAL LEAVE	<p>Employees in positions normally requiring 11-months shall earn six workdays of paid local <b>sick</b> leave per school year, concurrently with state personal leave, in accordance with administrative regulations.</p> <p>Employees in positions normally requiring 12-months shall earn seven workdays of paid local <b>sick</b> leave per school year, concurrently with state personal leave, in accordance with administrative regulations.</p> <p>Local leave shall accumulate without limit.</p> <p><b>Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]</b></p>
LOCAL PERSONAL BUSINESS DAYS	<p>The District shall permit all employees to earn three workdays of paid leave per year, accrued at a rate of one-half day for each calendar month worked up to the annual three-day maximum, to be used for personal business.</p> <p>An employee must submit an application to the principal or immediate supervisor for approval at least five workdays prior to the leave, except in cases of emergency. Limitations on use of leave days shall also apply to these days. [See SCHEDULE LIMITATIONS, above] Exceptions to the schedule limitations shall be approved by the Superintendent.</p> <p>Any days not used within the school year shall accumulate as local sick leave.</p>
EXTENDED SICK LEAVE	<p>After all available state and local leave days have been exhausted, a full-time employee shall be granted in a school year a maximum of 45 workdays of extended sick leave to be used only for the employee's own personal illness or injury, including pregnancy-related illness or injury.</p> <p>The Superintendent may grant the first request for extended sick leave without a waiting period. Any subsequent requests shall be granted by the Superintendent after the employee has been absent for ten consecutive days.</p>

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A written request for extended sick leave must be accompanied by medical certification of the illness or injury.

For professional employees, the minimum pay for a long-term substitute teacher of \$75 shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed. For employees other than professionals, an amount equal to one-half the individual employee's daily rate of pay not to exceed that rate established by the prevailing substitute pay schedule shall be deducted for each day of extended sick leave taken.

Employees who are not on FMLA, and are absent for more than 30 days taken as local leave or extended sick leave, must submit a medical certification justifying the need for additional local leave every 30 days. The District may send an employee who is not on FMLA leave to a physician for a second medical opinion after the leave has exceeded 45 days in any school year. The District shall select the medical provider to provide the second medical opinion and shall pay for costs associated with the examination.

Failure to provide required certification as set forth in this policy may warrant the leave being denied and/or employment action including termination.

The local leave donation program is available to employees for personal illness as well as for illness of the employee's immediate family as defined by the Family Medical Leave Act (FMLA).

Certified employees of the District are eligible for the local leave donation program. This leave benefit, under procedures developed by the Superintendent, allows certified employees who have accrued more than 15 days of local leave to transfer a designated number of their local leave days to another certified employee who has exhausted all accrued leave and is authorized to receive the donation. The number of days donated shall not reduce the employee's local leave balance to fewer than 15 local days. The recipient of the days must be without any accrued leave for a minimum of 15 days prior to receiving donated days.

LOCAL LEAVE  
DONATION

Donated days shall be used for the recipient one at a time as needed. Any sick leave days donated and not used by the receiving employee shall be removed from the receiving employee's leave upon his or her return to work.

Auxiliary employees of the District are eligible for the local leave donation program. This leave benefit, under procedures developed by the Superintendent, allows auxiliary employees who have accrued more than 15 days of local leave to transfer a designated number of their local leave days to another auxiliary employee who

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has exhausted all accrued leave and is authorized to receive the donation. The number of days donated shall not reduce the employee's local leave balance to less than 15 local days. The recipient of the days must be without any accrued leave for a minimum of 15 days prior to receiving donated days.

SICK LEAVE BANK

The catastrophic sick leave bank (CSLB) is a bank of local sick leave days established on a voluntary basis by full-time District employees to be used by any contributing member of the bank who suffers a catastrophic personal illness that extends beyond his or her accumulated sick leave.

The CSLB is administered by the employee benefit advisory committee representing all classifications of eligible employees. The committee shall have the responsibility of approving membership, receiving requests for the use of the bank, verifying the validity of requests, recommending approval or denial of the requests, and communicating its decision to the member and to the personnel department.

All full-time employees of the District may join the local sick leave bank by contributing one day of local sick leave. Members should be aware of the disposition of accumulated days. All unused sick leave days in the bank on June 30 shall be carried over to the next school year. If the bank has a 500-day balance on June 30, the committee shall declare a dividend for all continuing members in the bank. For example, members from the last school year shall be granted membership for the following school year without contribution of an additional local sick leave day.

It is understood that employment with the District is required for membership. New personnel and those wishing to rejoin the bank after the absence of a year or more may do so by contributing one day of local sick leave during the enrollment period. The enrollment period for the catastrophic sick leave bank begins on the first working day of July and concludes with the end of the last working day of August. Membership applications must be returned no later than that date.

All applications for use of days from the bank shall be submitted within 30 workdays of diagnosis of illness or accident or within 30 workdays of the use of the employee's last sick day. Applications shall be submitted to the committee for action. All decisions of the committee shall be final. Rejected applications may not be resubmitted.

At no time may more days be granted by the committee than are actually in the bank or than were actually missed by the employee.

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Each application shall be limited to units of 25 workdays, with a per year maximum of 100 days.

FAMILY AND MEDICAL  
LEAVE

For purposes of an employee's entitlement to FMLA, the 12-month period shall begin on the first duty day of the school year.

TWELVE-MONTH  
PERIOD

COMBINED LEAVE  
FOR SPOUSES

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

INTERMITTENT OR  
REDUCED  
SCHEDULE LEAVE

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

CERTIFICATION OF  
LEAVE

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA (LEGAL)]

Employees must submit recertification for FMLA leave every 30 days. If an employee suffers from a chronic or long-term condition under continuing supervision of a health care provider, the District may require certification no more often than every 30 days, unless the circumstances described by the previous certification have changed significantly or the District received information that casts doubt upon the employee's reason for the absence.

The District may require a second certification (chosen and paid for by the employer). This second opinion shall not be obtained from a health care provider who is employed on a regular basis by the District. If the second opinion differs from the original certification, the District may require that the employee obtain a third opinion. The third opinion is considered final and binding on the District and the employee.

FITNESS-FOR-DUTY  
CERTIFICATION

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.

END OF SEMESTER  
LEAVE

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the

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semester. [See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]

FAILURE TO  
RETURN

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]

TEMPORARY  
DISABILITY LEAVE

The District has extended availability of temporary disability leave to all full-time employees. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for reinstatement.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.

WORKERS'  
COMPENSATION

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**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

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An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable. The employee shall inform the appropriate administrator of whether he or she chooses to use available paid leave while receiving workers' compensation wage benefits.

An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.

COURT  
APPEARANCES

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay, unless complying with a valid subpoena.

REIMBURSEMENT OF  
LEAVE UPON  
SEPARATION

The following leave provisions shall apply to state and local leave earned beginning on the original effective date of this program.

An employee who separates from employment with the District shall be eligible for reimbursement of state and local leave under the following conditions:



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1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to separate from employment. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.

Upon retirement with the District, a professional employee with a minimum of ten years of service shall receive a pay-out benefit of \$100 per day for local sick leave and state leave. A professional employee, resigning after a minimum of ten years with the District, shall receive a pay-out benefit of \$50 per day for local sick leave.

Upon retirement with the District, an auxiliary employee with a minimum of ten years of service shall receive a pay-out benefit of \$50 per day for local sick leave and state leave. An auxiliary employee resigning after a minimum of ten years with the District shall receive a pay-out benefit of \$25 per day for local sick leave.