

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

1. The employee is absent more than five consecutive workdays because of personal illness or 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.

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 sick/personal leave up to the statutory maximum of five workdays annually at the rate established in administrative regulations.**

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)]

Non-discretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

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 accordance with administrative regulations. 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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LOCAL LEAVE  
(SUB-DOCK)

All employees shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of ~~30~~ **leave 20 work-days.**

~~Local leave earned prior to the 2010-11 school year shall be used according to the terms and conditions of state personal leave; however, \$60 per day for certified professionals and \$30 per day for nonprofessional employees shall be deducted for each day of local leave taken. [See STATE PERSONAL LEAVE, above]~~

~~Local leave earned beginning in the 2010-11 school year shall be used according to the terms and conditions of state personal leave and shall be taken with no loss of pay. [See STATE PERSONAL LEAVE, above]~~

**Sub-dock days earned prior to 2013-2014 school year will be carried forward at \$60 per day for certified professionals and \$30 per day for nonprofessionals. [See STATE PERSONAL LEAVE, above]**

BIRTHDAY LEAVE

In addition, all employees shall be granted one paid birthday leave day per fiscal year in accordance with administrative regulations. An employee shall use birthday leave in accordance with appropriate administrative regulations. Birthday leave shall be noncumulative.

BEREAVEMENT LEAVE

All employees shall be eligible to receive up to three bereavement leave days with no loss of pay upon the death of a member of the employee's immediate family. An employee shall provide documentation to determine eligibility in accordance with administrative procedures. Bereavement leave shall be noncumulative.

SICK LEAVE POOL

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee.

If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of