

1 **ARTICLE 12 - LEAVE PROVISIONS**

2 **12.1** The benefits which are expressly provided by this Article are the sole leave
3 benefits which are a part of this Agreement. It is agreed that other statutory or regulatory
4 leave benefits are not incorporated, directly or impliedly, into this Agreement, nor are
5 such benefits subject to the grievance procedure, Article 4.

6 **12.1.1** - A "day" as used in this Article shall mean a working day.

7 **12.1.2** - **Proration of benefits** - All leaves in this Section shall be prorated based on
8 a full time assignment, "A" work year.

9 **12.1.3** - **Immediate Family Defined** - For purposes of Article 12, immediate family
10 member shall be limited to grandparent, parent, sibling, spouse, child, grandchild,
11 including in-laws and any relative or person who is living in the immediate household
12 of the unit member.

13 **12.2 Sick and Injury Leave** - Full time unit members accrue twelve (12) days sick
14 leave per year. Unit members working less than a full time "A" work year will be prorated
15 in accordance with 12.1.2. In addition, all unit members regardless of their work year
16 shall receive an additional two (2) days sick leave based on the workday. Sick leave for
17 all unit members will be accounted for on an hourly basis. The amount of sick leave a
18 unit member may use at any time is the total amount credited to his/her account, whether
19 or not it has been earned. Sick leave is annually credited to the unit member's account in
20 advance at the beginning of the unit member's work year. A unit member on a continuing
21 long term absence will have the current years sick leave credited to their account on the
22 first day they return from long term leave. If they are unable to return from long term
23 leave, then they will be credited for that portion which has been earned at the end of their
24 long term leave.

25 **12.2.1** - **New Unit Member Restriction** - No newly hired probationary unit member
26 shall be allowed to take sick leave in excess of the number of actual days earned
27 during their first six (6) months of employment.

28 **12.2.2** - **Use of Sick Leave**

29 Sick leave is accumulative with no maximum limit set. Unit members may use sick
30 leave for illness or disabling conditions, to visit a doctor, dentist, chiropractor,
31 recognized religious practitioner, or optometrist. Appointments should be made,
32 when possible, at the close of the school day or after regular working hours.

33 **a.** A unit member may use his/her credited sick leave anytime during the year;

34 **b.** Unit members who work summer school may utilize any sick leave

1 accumulated to date;

2 c. Sick leave used by a unit member will be charged in fifteen (15) minute
3 segments.

4 **12.2.3 - Overuse of Sick Leave** - A unit member must reimburse the District for any
5 over-use of sick leave in accordance with Article 6.3.2. When a unit member
6 terminates his/her employment with the District, he/she must reimburse the District
7 for any overuse of unearned sick leave. A deduction will be made from the unit
8 member's last pay warrant. If such deduction does not cover the amount due to the
9 District, then the unit member will be required to pay any owed amount.

10 **12.2.4 - Notification of Sick Leave** - Unit members are required to notify their
11 supervisors when they are to be absent for illness. If the absence for illness is to be
12 longer than one (1) day, subsequent notification for each day's absence is required
13 unless the duration of the absence can be stated at the time of the notification.
14 Notification of illness should be made to the principal or supervisor concerned at the
15 earliest possible moment so that coverage may be provided, if required. Such
16 phone calls should be made at least two (2) hours before work, if possible, but must
17 be made by the beginning of that unit member's workday. Prior to returning from a
18 sick/injury leave, the unit member must notify the immediate supervisor or the
19 Human Resources Office by 3:00 p.m. on the preceding day. Failure to provide
20 such notification may result in retention of a substitute and the charge of an
21 additional day of sick leave.

22 **12.2.5 - Reasonable Health Standard** - The District reserves the right to adopt
23 reasonable health standards as conditions of employment or the continuation
24 thereof, which in the District's judgment, may be necessary to insure the health,
25 safety, and instruction and welfare of students. The Superintendent or Assistant
26 Superintendent, Human Resources, may, when in the District's opinion a unit
27 member's absenteeism rate is such as to affect the learning and the welfare of
28 students concerned and/or job performance of the unit member, require such unit
29 member to provide a written report from a medical doctor verifying the nature and
30 the degree of the illness and also indicating that the unit member is able to assume
31 full responsibilities and duties of his/her assigned position. When a doctor's
32 statement, off-work order, and/or release is requested, the unit member must
33 comply, or his/her salary will be subject to full deduction.

34 **12.2.6 - Sick Leave Exceeds Five (5) Days** - If the illness or injury exceeds five (5)

1 consecutive days, an off-work-order from a certified medical specialist will be
2 required. The District will make all necessary inquiries in order to be fully informed
3 as to the nature and severity of the illness or injury and to report such findings to the
4 Superintendent or designee. If the report concludes that the absence is not due to
5 personal illness or injury, or that the illness is not sufficiently severe to warrant
6 continued absence, then the Superintendent or designee, after notice to the unit
7 member, may refuse to grant such leave.

8 **a. Medical release to return** - If the illness or injury exceeds five (5) consecutive
9 days, the unit member will need to submit a medical release in order to return to
10 work.

11 **12.2.7 - Long Term Illness or Accident Leave** - When a unit member has exhausted
12 all earned sick leave as provided for in Section 12.2 or 12.7 of this Article and is
13 absent due to a long-term illness or accident, the unit member shall be granted an
14 additional non-accumulated long term sick leave, not to exceed one-hundred (100)
15 days per illness or injury. Under no circumstance may an employee exceed one-
16 hundred (100) days long term illness or injury leave per school year. The conditions
17 for this leave are as follows:

18 **a.** Long-term illness leave shall be paid at fifty-percent (50%) of the unit member's
19 regular rate of pay;

20 **b.** The unit member shall be required to submit an attending physician's verification
21 of illness and off-work order in order to receive long term illness leave. Periodic
22 medical reports may be required during the period of long term illness leave.
23 Receipt of benefits under this Section (12.2.7), may be conditioned upon certification
24 of disability from a District appointed physician;

25 **c.** While on paid leave, the unit member shall continue receiving benefits as he/she
26 did prior to the leave.

27 **12.2.8 - Use of Vacation for Sick Leave** - A unit member may use accumulated
28 vacation time as sick leave upon written request to, and with the approval of, the
29 Assistant Superintendent, Human Resources or designee.

30 For unit members who accumulate vacation time, upon written request, the District
31 will coordinate a unit member's accumulated earned vacation time with the half-time
32 sick leave benefit to keep the unit member in a full pay status until all vacation is
33 exhausted.

34 If a unit member is unable to return to work upon the exhaustion of all paid leave,

1 he/she will be placed on the 39 Month Rehire list. (Accumulated vacation leave will
2 be paid according to Article 13.10).

3 **12.2.9 - Medical Examination** - The District may require that the unit member submit
4 to a physical examination by a qualified medical doctor that is selected by the
5 District. The cost of such examination will be paid by the District.

6 **12.3 Personal Necessity Leave** (Charged to Sick Leave) - Leave which is credited
7 under 12.2 (sick leave) of this Article may be used for purposes of personal necessity
8 provided that use of such leave does not exceed seven (7) days in any school year or the
9 amount of sick leave to which the unit member is entitled.

10 **12.3.1** - Limitation for purposes of this provision, personal necessity shall be limited
11 to:

12 a. **Death or serious illness** of a member of the unit member's immediate family
13 as defined in 12.1.3;

14 b. **An accident**, which is unforeseen involving the unit member's person or
15 property, or the person or property of a unit member's immediate family as defined
16 in 12.1.3;

17 c. **Other personal necessities** such as "acts of God" (flood, snowbound,
18 earthquakes), or other items allowed at the discretion of the Superintendent or
19 designee, provided that under no circumstances shall leave be available for
20 purposes of personal convenience or for the extension of a holiday or vacation
21 period, or for matters which can be taken care of outside the work hours, or for
22 recreational activities;

23 d. **Parent conference** - Unit members with school age children may attend,
24 during their regular work day, parent conferences and/or regularly scheduled school
25 activities such as awards assemblies, I.E.P. meetings, academic decathlons,
26 graduations, and academic field trips in accordance with the provisions of AB 2590,
27 effective September 1, 1994, not to exceed eight (8) hours a month and forty (40)
28 hours a year.

29 For the purposes of this Article, "regularly scheduled school activities" shall not
30 include recreational field trips such as camping and theme park trips; or extra-
31 curricular activities such as sporting events, tournaments, post-secondary or
32 university activities, proms and school dances, pep rallies, parades, school parties,
33 or carnivals.

34 e. **Personal Business** – Unit members may not use more than three (3) annual of

1 the seven (7) personal necessity days for personal business. Determination of what
2 constitutes personal business for a given unit member shall be the responsibility of
3 the unit member. Such leave shall not be used for any of the following purposes:

- 4 1. Recreation.
- 5 2. Engaging in other employment, including self-employment, either directly or
6 indirectly.
- 7 3. Any illegal activity.

8 **12.3.2 - Prior authorization** - Before the utilization of personal necessity leave, a unit
9 member shall obtain prior written approval, on the appropriate District form, from the
10 Superintendent or designee, except for cases of death and accident. In the case of
11 death or accident, the unit member shall make every effort to comply with District
12 procedures to enable the District to secure a substitute. Upon return to work from
13 personal necessity leave, the unit member shall complete the appropriate absence
14 report form.

15 **12.3.3 - Vacation or Leave** - Personal necessity leave shall not be granted during a
16 scheduled vacation or other leave of absence.

17 **12.3.4 - Certification of Supervisor** - Payment of such absence shall be made only
18 upon certification by the unit member's administrator or supervisor that the absence
19 was due to a situation designated as a personal necessity within the meaning of this
20 Article. The unit member shall be required to sign, on an absence report form
21 provided, a statement that such absence was a result of a personal necessity and
22 indicate the nature of such necessity. Such form shall be filled out and filed with the
23 District Office. The supervisor may take whatever steps are necessary to satisfy
24 himself/herself that a personal necessity within the limits of this rule did exist.

25 **12.4 Bereavement Leave** - Upon the death of any member of his/her immediate family,
26 including nieces and nephews, unit members shall be entitled to three (3) days leave
27 of absence, or five (5) days leave of absence if travel required exceeds 300 miles
28 (one way) without loss of salary.

29 **12.4.1 - Spouse or Child** - A unit member shall be entitled to five (5) days leave of
30 absence on account of the death of his/her spouse or child.

31 **12.4.2 - Proof of relationship** - A unit member may be required to provide evidence
32 of his/her relationship to the deceased.

33 **12.5 Family Illness Leave** (Charged to Sick Leave) - Absence for the following reasons
34 is allowed without pay loss under the following conditions:

1 **12.5.1** - Unit member is providing care for a member of his/her immediate family.
2 **12.5.2** - Upon request by the Superintendent or designee, a unit member shall
3 supply the District, on a form supplied by the District, a note from a medical doctor
4 verifying the use of family illness leave.

5 **12.6** **Leave for Pregnancy Disability** (Charged to Sick Leave)

6 **12.6.1** - Unit members are entitled to use sick leave as set forth in Section 12.2 for
7 disabilities caused or contributed to by pregnancy, miscarriage, childbirth and
8 recovery therefrom on the same terms and conditions governing leaves of absence
9 from other illness or medical disability. Such leave shall not be used for childcare,
10 child rearing, or preparation for child bearing, but shall be limited to those disabilities
11 as set forth above. The length of such disability leave, including the date on which
12 the leave shall commence and the date on which work duties are to be resumed,
13 shall be determined by the unit member and the unit member's physician; however,
14 the District will require a written verification of the extent of disability through a
15 physical examination of the employee by a physician.

16 **12.6.2** - Unit members are entitled to leave without pay or other benefits for
17 disabilities caused because of pregnancy, miscarriage, childbirth or recovery
18 therefrom when sick leave as set forth in Section 12.2 of this Article has been
19 exhausted. The date on which the unit member shall resume duties shall be
20 determined by the unit member on leave and the unit member's physician; however,
21 the District will require a written verification of the extent of disability through a
22 physical examination of the employee by a physician.

23 **12.6.3** - The unit member on leave for pregnancy disability shall be entitled to return
24 to a position comparable to that held at the time the leave commenced.

25 **12.7** **Industrial Accident Leave**

26 **12.7.1** - Unit members will be entitled to industrial accident leave according to the
27 provision in Education Code Section 45192 for personal injury, which has qualified
28 for Worker's Compensation. Such leave shall not exceed sixty (60) days during
29 which the unit member is in a paid status for the same industrial accident.

30 **12.7.2** - A unit member must immediately report, but no later than twenty-four (24)
31 hours after, an accident or injury which occurs in the line of duty during the regular
32 working day. When the unit member is incapacitated to the point where he/she
33 cannot physically respond in accordance with this Section, the District may waive
34 the 24 hour notification requirement. Reports shall be made on the unit member

1 Report of Industrial Accident form and submitted to the employee's principal or
2 immediate supervisor.

3 **12.7.3** – The unit member may submit a form, prior to any injury, to the District
4 signed by the physician and/or medical group as their on the job injury physician.
5 However, the District has the right to have the unit member examined by a physician
6 designated by the District to assist in determining the length of time during which the
7 unit member will be unable to perform assigned duties and the degree to which a
8 disability is attributable to the injury involved.

9 **12.7.4** - If the unit member's physician issues a return-to-work order indicating
10 restrictions, the unit member must meet with his/her supervisor and the
11 Superintendent's designee before resuming work. The decision to place the injured
12 unit member in a light duty assignment will be at the discretion of the District.

13 **12.7.5** - The unit member will not be entitled to more than 100% of his/her regular
14 pay. The District will coordinate:

- 15 a. 60 day full-pay benefit (Education Code 45192);
- 16 b. Temporary Disability (Education Code 44044)

17 **12.7.6** - When entitlement for industrial accident or illness leave has been exhausted
18 (60 days), the District will coordinate the following:

- 19 a. Temporary Disability;
- 20 b. Sick Leave;
- 21 c. Long-Term Illness Leave (100-day half-pay benefit) keeping the employee in a
22 full-pay status with benefits as long as accumulated benefits allow. (Education Code
23 44044).

24	Light duty/	<u>Prorated Sick Leave</u>
25	60-Day Benefit/	100-day half-pay or Temp. Disability
26	<u>Temporary Disability</u>	(whichever is higher)
27	12.7.5	12.7.6

28 **12.7.7** - When all industrial leave and sick leave benefits have been exhausted, and
29 if the unit member is not medically able to assume the duties of his/her position, the
30 unit member shall be placed on the 39-Month re-employment list. A unit member
31 who has been placed on the 39-Month re-employment list, who has been medically
32 released for return to duty, and who fails to accept an appropriate assignment, will
33 be terminated.

34

1 **12.8 Judicial Leave**

2 **12.8.1** - Unit members will be provided leave for regularly called jury duty and to
3 appear as a witness in court, other than as a litigant, for reasons not brought about
4 through the misconduct of the unit member. The unit member shall submit a
5 written request for an approved absence no less than ten (10) days, if possible,
6 prior to the beginning date of the leave as a juror or a witness.

7 **12.8.2** - The unit member will continue to receive his/her regular salary.

8 **12.8.3** - Unit members on jury duty shall return to the District the court form
9 indicating their presence for jury service.

10 **12.8.4** - Unit members are required to return to work during any day or portion
11 thereof within a reasonable time after being released from jury duty or witness
12 services. (One (1) hour plus travel time is considered reasonable.)

13 **12.8.5** - Night shift unit members will not be expected to work more than a
14 combined work and jury duty day of eight (8) hours.

15 **12.8.6** - A unit member required to report to jury duty after their work day begins
16 may be released one (1) hour plus travel time in advance of the required reporting
17 time.

18 **12.9 Military Leave**

19 **12.9.1** - A leave of absence will be granted to unit members for the duration of
20 required military service, return to work [according](#) to applicable law.

21 **12.9.2** - Such absence shall not affect adversely in any way the status,
22 classification, or position of the unit member. In the case of probationary unit
23 members, the period of such absence shall not count as part of the service
24 required as a condition precedent to the classifying of such employee as a
25 permanent employee of the District, but such absence shall not be construed as a
26 break in the continuity of the service of such an employee. If the employee
27 chooses within twelve (12) months of returning to make-up his/her defined
28 retirement contributions missed while on military leave, the District shall make the
29 appropriate matching contribution, as per STRS/PERS and IRS rules and
30 regulations.

31 **12.9.3** - Within six (6) months after the honorable discharge of the unit member
32 from the Armed Forces of the United States, he/she shall be entitled to return to a
33 similar position held at the time of entrance into such military service, at the salary
34 to which he/she would have been entitled had he/she continued in the service of

1 the school district. The District shall make a reasonable effort to accommodate a
2 veteran who returns with a service connected disability in accordance with
3 applicable State and Federal Law.

4 **12.9.4** - Unit members who are members of any Reserve Corps of the Armed
5 Forces of the United States, or the National Guard, or who are inducted, who
6 volunteer, or are otherwise ordered to active military service, shall be granted one
7 (1) month's military leave pay and benefits, as are provided in the Military and
8 Veteran's Code. Unit members and/or their dependents shall be granted a
9 COBRA-like health benefit for a period of up to eighteen (18) months at their
10 expense.

11 **12.10 Organizational Leave** - Not more than six (6) Association officers and/or
12 delegates shall be granted a total of **thirty (30)** days of paid leave annually (July 1 through
13 June 30) to use for local, state, or national conferences or for conducting other business
14 pertaining to Association affairs. No officer and/or delegate shall use more than five (5)
15 days of paid leave. The Association shall notify the District, in writing, at least five (5)
16 days before the leave starts and this notification shall be signed by the Chapter President
17 or his/her designee.

18 **12.10.1** - Leave days granted are not accruable from year to year.

19 **12.10.2** - The District will release the Association President and one (1) other
20 Association representative to meet and confer on mutual problems that arise
21 throughout the school year with the Assistant Superintendent, Human Resources
22 upon mutual agreement.

23 **12.11 Short Term Leave** - Unit members may be granted a short-term leave of absence
24 without pay for reasons satisfactory to the District. Should the leave be granted, the
25 leave shall not exceed five (5) consecutive workdays during any one (1) school year.
26 Such leave shall not have any benefit adjustment.

27 **12.12 Other Leaves without Pay**

28 **12.12.1** - Upon recommendation of the Superintendent, and approval by the
29 Board of Education, leave without compensation, increment, fringe benefit
30 premium payments, or seniority credit, may be granted for a period not to exceed
31 one (1) school year for the following purposes: (a) care for a member of the
32 immediate family who is ill; (b) long-term illness of the unit member; (c) service in
33 an elected public office; (d) retraining, study, or research; or (e) care of a child.

34 **12.12.2** - The application for and granting of such leave of absence shall be in

1 writing and must be submitted to Human Resources within five (5) calendar days
2 prior to the beginning of the leave. In addition, a unit member on such leave shall
3 notify the District Human Resources Office at least thirty (30) days prior to the
4 expiration of the granted leave of an intent to return to employment in the District.
5 Failure to so notify will be considered an abandonment of position.

6 **12.13 Reinstatement After Leave** - A unit member who receives a leave of absence
7 does so with the understanding that, when he/she returns to active assignment at the
8 completion of the leave, he/she is not guaranteed placement at the same location or in
9 the identical assignment previously held, but will be placed in a comparable assignment
10 in the same classification according to the needs of the District.

11 **12.14 Unauthorized Absence from Duty**

12 **12.14.1** - A unit member, absent from his/her assignment for any reason other
13 than those specifically authorized by law, California Education Code, Board
14 Policy, or this Agreement will be considered absent without permission or
15 authorized leave and as a result may lose his/her full salary for the period of
16 unauthorized leave.

17 **12.14.2** - Improper use of any leave may be cause for disciplinary action or
18 dismissal and will result in recovery of any over-payment. An extended absence
19 from duty which does not qualify under any authorized leave policy may be
20 considered abandonment of position.

21 **12.14.3** - More than five (5) consecutive days of unauthorized absence from duty
22 shall be considered an extended absence.

23 **12.15 FMLA/CFRA - Family Medical Leave Act/California Family Rights Act** –

24 FMLA/CFRA leave provides twelve (12) weeks of unpaid leave for unit members who
25 have completed a full year with a minimum of 1250 hours of service in the prior twelve
26 (12) months. Leave under this Article shall entitle the unit member to all benefits of
27 employment, except for salary, on the same basis as if the employee were not on leave.
28 If the unit member fails to return from leave, for a reason other than the continuation,
29 recurrence, or onset of a serious health condition, then the unit member shall reimburse
30 the district for premiums paid to maintain group health benefits. It is the intent of the
31 parties that this Section be consistent with the State and Federal provisions governing
32 Family Medical Leave, and it shall be interpreted so that there will be no violation of these
33 statutes.

34 There will be no more than twelve (12) weeks of FMLA leave granted for any one (1)

1 qualifying event, this includes both spouses. Leave may be taken in multiple segments of
2 time if used for medical necessity as certified on the FMLA leave application. Except in
3 case of emergency, FMLA leave should be arranged thirty (30) days in advance.

4 **12.15.1 - Personal Illness** - Personal illness requires a physician's off work order
5 and runs concurrent with one-hundred (100) day long-term illness leave.

6 **12.15.2 - Family Illness** – “Family” is defined in Section 12.1.3 of this Article.
7 Family illness requires medical certification on the District's FMLA Seriously Ill
8 Family Member request form. All available paid leaves such as personal
9 necessity and family illness leave must be used as part of the twelve (12) weeks
10 of family medical leave.

11 **12.15.3 - New dependent care** [Birth, Adoption, or Placement of a foster child] -
12 Dependent care leave requires certification of new dependent on the District's
13 FMLA Leave Request for New Dependent form. Leave must be taken within one
14 (1) year of new dependent arrival. If not taken immediately following the
15 qualifying event, the leave must be arranged in advance with the supervisor's
16 approval so as to least interrupt the educational process. The unit member may
17 take the leave in two (2) segments.

18 **12.15.4**— Serious illness or injury sustained in the line of duty by a military service
19 member who is the spouse, child, parent, or next of kin of the employees (FMLA)
20 up to 26 work weeks. Requires Certification for Serious Injury or Illness of
21 Covered Servicemember for Military Family Leave form (DOL Form WH-385).

22 **12.15.5**—Qualifying exigency of an employee's spouse, child, or parent (FMLA)
23 Leave available to a unit member whose spouse, child, or parent is a covered
24 servicemember on active duty or has been notified of an impending call on order
25 to covered active military duty. Requires Certification of Qualifying Exigency for
26 Military Family Leave Form (DOL Form WH-384)

27 **12.15.6** -- **Domestic Violence**

28 a. This leave will be granted for:

- 29 1. Medical attention
- 30 2. Legal Assistance
- 31 3. Services from a shelter, program, or rape crises center
- 32 4. Psychological counseling
- 33 5. Safety planning, including temporary or permanent relocation.

34 b. If an employee wishes to take time off under this section, he or she must

1 give reasonable notice to the employer for one of the above listed
2 activities unless advance notice is not feasible. Employer may require
3 verification that the absence was due to domestic violence. Type of
4 verification may include:

- 5 1. Police Reports
- 6 2. Court orders (or other evidence the employee appeared in court)
- 7 3. Other documentation from a:
 - 8 a. Medical professional
 - 9 b. Domestic Violence Advocate
 - 10 c. Health Care Provider
 - 11 d. Counselor

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