

1 **ARTICLE 12 - LEAVE PROVISIONS**

2 **12.1** The benefits which are expressly provided by this Article are the sole leave benefits
3 which are a part of this Agreement. It is agreed that other statutory or regulatory leave
4 benefits are not incorporated, directly or impliedly, into this Agreement, nor are such
5 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 a
8 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 leave
14 per year. Unit members working less than a full time "A" work year will be prorated in
15 accordance with 12.1.2. In addition, all unit members regardless of their work year shall
16 receive an additional two (2) days sick leave based on the workday. Sick leave for all unit
17 members will be accounted for on an hourly basis. The amount of sick leave a unit member
18 may use at any time is the total amount credited to his/her account, whether or not it has
19 been earned. Sick leave is annually credited to the unit member's account in advance at
20 the beginning of the unit member's work year. A unit member on a continuing long term
21 absence will have the current years sick leave credited to their account on the first day they
22 return from long term leave. If they are unable to return from long term leave, then they
23 will be credited for that portion which has been earned at the end of their long term leave.

24 **12.2.1 - New Unit Member Restriction** - No newly hired probationary unit member shall
25 be allowed to take sick leave in excess of the number of actual days earned during
26 their first six (6) months of employment.

27 **12.2.2 - Use of Sick Leave**

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

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

33 **b.** Unit members who work summer school may utilize any sick leave accumulated
34 to date;

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

3 **12.2.3 - Overuse of Sick Leave** - A unit member must reimburse the District for any
4 over-use of sick leave in accordance with Article 6.3.2. When a unit member
5 terminates his/her employment with the District, he/she must reimburse the District for
6 any overuse of unearned sick leave. A deduction will be made from the unit member's
7 last pay warrant. If such deduction does not cover the amount due to the District, then
8 the unit member will be required to pay any owed amount.

9 **12.2.4 - Notification of Sick Leave** - Unit members are required to notify their
10 supervisors when they are to be absent for illness. If the absence for illness is to be
11 longer than one (1) day, subsequent notification for each day's absence is required
12 unless the duration of the absence can be stated at the time of the notification.
13 Notification of illness should be made to the principal or supervisor concerned at the
14 earliest possible moment so that coverage may be provided, if required. Such phone
15 calls should be made at least two (2) hours before work, if possible, but must be made
16 by the beginning of that unit member's workday. Prior to returning from a sick/injury
17 leave, the unit member must notify the immediate supervisor or the Human Resources
18 Office by 3:00 p.m. on the preceding day. Failure to provide such notification may
19 result in retention of a substitute and the charge of an additional day of sick leave.

20 **12.2.5 - Reasonable Health Standard** - The District reserves the right to adopt
21 reasonable health standards as conditions of employment or the continuation thereof,
22 which in the District's judgment, may be necessary to insure the health, safety, and
23 instruction and welfare of students. The Superintendent or Assistant Superintendent,
24 Human Resources, may, when in the District's opinion a unit member's absenteeism
25 rate is such as to affect the learning and the welfare of students concerned and/or job
26 performance of the unit member, require such unit member to provide a written report
27 from a medical doctor verifying the nature and the degree of the illness and also
28 indicating that the unit member is able to assume full responsibilities and duties of
29 his/her assigned position. When a doctor's statement, off-work order, and/or release
30 is requested, the unit member must comply, or his/her salary will be subject to full
31 deduction.

32 **12.2.6 - Sick Leave Exceeds Five (5) Days** - If the illness or injury exceeds five (5)
33 consecutive days, an off-work-order from a certified medical specialist will be required.
34 The District will make all necessary inquiries in order to be fully informed as to the

1 nature and severity of the illness or injury and to report such findings to the
2 Superintendent or designee. If the report concludes that the absence is not due to
3 personal illness or injury, or that the illness is not sufficiently severe to warrant
4 continued absence, then the Superintendent or designee, after notice to the unit
5 member, may refuse to grant such leave.

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

8 **12.2.7 - Long Term Illness or Accident Leave** - When a unit member has exhausted
9 all earned sick leave as provided for in Section 12.2 or 12.7 of this Article and is absent
10 due to a long-term illness or accident, the unit member shall be granted an additional
11 non-accumulated long term sick leave, not to exceed one-hundred (100) days per
12 illness or injury. Under no circumstance may an employee exceed one-hundred (100)
13 days long term illness or injury leave per school year. The conditions for this leave
14 are as follows:

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

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

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

24 **12.2.8 - Use of Vacation for Sick Leave** - A unit member may use accumulated
25 vacation time as sick leave upon written request to, and with the approval of, the
26 Assistant Superintendent, Human Resources or designee.

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

31 If a unit member is unable to return to work upon the exhaustion of all paid leave,
32 he/she will be placed on the 39 Month Rehire list. (Accumulated vacation leave will
33 be paid according to Article 13.10).

34 **12.2.9 - Medical Examination** - The District may require that the unit member submit

1 to a physical examination by a qualified medical doctor that is selected by the District.
2 The cost of such examination will be paid by the District.

3 **12.3 Personal Necessity Leave** (Charged to Sick Leave) - Leave which is credited
4 under 12.2 (sick leave) of this Article may be used for purposes of personal necessity
5 provided that use of such leave does not exceed seven (7) days in any school year or the
6 amount of sick leave to which the unit member is entitled.

7 **12.3.1** - Limitation for purposes of this provision, personal necessity shall be limited
8 to:

9 a. Death or serious illness of a member of the unit member's immediate family as
10 defined in 12.1.3;

11 b. An accident, which is unforeseen involving the unit member's person or
12 property, or the person or property of a unit member's immediate family as defined in
13 12.1.3;

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

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

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

29 e. Personal Business – Unit members may not use more than three (3) annual of
30 the seven (7) personal necessity days for personal business. Determination of what
31 constitutes personal business for a given unit member shall be the responsibility of
32 the unit member. Such leave shall not be used for any of the following purposes:

- 33 1. Recreation.
34 2. Engaging in other employment, including self-employment, either directly or

1 indirectly.

2 3. Any illegal activity.

3 **12.3.2 - Prior authorization** - Before the utilization of personal necessity leave, a unit
4 member shall obtain prior written approval, on the appropriate District form, from the
5 Superintendent or designee, except for cases of death and accident. In the case of
6 death or accident, the unit member shall make every effort to comply with District
7 procedures to enable the District to secure a substitute. Upon return to work from
8 personal necessity leave, the unit member shall complete the appropriate absence
9 report form.

10 **12.3.3 - Vacation or Leave** - Personal necessity leave shall not be granted during a
11 scheduled vacation or other leave of absence.

12 **12.3.4 - Certification of Supervisor** - Payment of such absence shall be made only
13 upon certification by the unit member's administrator or supervisor that the absence
14 was due to a situation designated as a personal necessity within the meaning of this
15 Article. The unit member shall be required to sign, on an absence report form
16 provided, a statement that such absence was a result of a personal necessity and
17 indicate the nature of such necessity. Such form shall be filled out and filed with the
18 District Office. The supervisor may take whatever steps are necessary to satisfy
19 himself/herself that a personal necessity within the limits of this rule did exist.

20 **12.4 Bereavement Leave** - Upon the death of any member of his/her immediate family,
21 including nieces and nephews, unit members shall be entitled to three (3) days leave
22 of absence, or five (5) days leave of absence if travel required exceeds 300 miles (one
23 way) without loss of salary.

24 **12.4.1 - Spouse or Child** - A unit member shall be entitled to five (5) days leave of
25 absence on account of the death of his/her spouse or child.

26 **12.4.2 - Proof of relationship** - A unit member may be required to provide evidence of
27 his/her relationship to the deceased.

28 **12.5 Family Illness Leave** (Charged to Sick Leave) - Absence for the following reasons is
29 allowed without pay loss under the following conditions:

30 **12.5.1** - Unit member is providing care for a member of his/her immediate family.

31 **12.5.2** - Upon request by the Superintendent or designee, a unit member shall supply
32 the District, on a form supplied by the District, a note from a medical doctor verifying
33 the use of family illness leave.

34 **12.6 Leave for Pregnancy Disability** (Charged to Sick Leave)

1 **12.6.1** - Unit members are entitled to use sick leave as set forth in Section 12.2 for
2 disabilities caused or contributed to by pregnancy, miscarriage, childbirth and
3 recovery therefrom on the same terms and conditions governing leaves of absence
4 from other illness or medical disability. Such leave shall not be used for childcare,
5 child rearing, or preparation for child bearing, but shall be limited to those disabilities
6 as set forth above. The length of such disability leave, including the date on which
7 the leave shall commence and the date on which work duties are to be resumed, shall
8 be determined by the unit member and the unit member's physician; however, the
9 District will require a written verification of the extent of disability through a physical
10 examination of the employee by a physician.

11 **12.6.2** - Unit members are entitled to leave without pay or other benefits for disabilities
12 caused because of pregnancy, miscarriage, childbirth or recovery therefrom when
13 sick leave as set forth in Section 12.2 of this Article has been exhausted. The date
14 on which the unit member shall resume duties shall be determined by the unit member
15 on leave and the unit member's physician; however, the District will require a written
16 verification of the extent of disability through a physical examination of the employee
17 by a physician.

18 **12.6.3** - The unit member on leave for pregnancy disability shall be entitled to return
19 to a position comparable to that held at the time the leave commenced.

20 **12.7 Industrial Accident Leave**

21 **12.7.1** - Unit members will be entitled to industrial accident leave according to the
22 provision in Education Code Section 45192 for personal injury, which has qualified for
23 Worker's Compensation. Such leave shall not exceed sixty (60) days during which
24 the unit member is in a paid status for the same industrial accident.

25 **12.7.2** - A unit member must immediately report, but no later than twenty-four (24)
26 hours after, an accident or injury which occurs in the line of duty during the regular
27 working day. When the unit member is incapacitated to the point where he/she cannot
28 physically respond in accordance with this Section, the District may waive the 24 hour
29 notification requirement. Reports shall be made on the unit member Report of
30 Industrial Accident form and submitted to the employee's principal or immediate
31 supervisor.

32 **12.7.3** – The unit member may submit a form, prior to any injury, to the District signed
33 by the physician and/or medical group as their on the job injury physician. However,
34 the District has the right to have the unit member examined by a physician designated

1 by the District to assist in determining the length of time during which the unit member
2 will be unable to perform assigned duties and the degree to which a disability is
3 attributable to the injury involved.

4 **12.7.4** - If the unit member's physician issues a return-to-work order indicating
5 restrictions, the unit member must meet with his/her supervisor and the
6 Superintendent's designee before resuming work. The decision to place the injured
7 unit member in a light duty assignment will be at the discretion of the District.

8 **12.7.5** - The unit member will not be entitled to more than 100% of his/her regular pay.
9 The District will coordinate:

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

12 **12.7.6** - When entitlement for industrial accident or illness leave has been exhausted
13 (60 days), the District will coordinate the following:

- 14 a. Temporary Disability;
- 15 b. Sick Leave;
- 16 c. Long-Term Illness Leave (100-day half-pay benefit) keeping the employee in a full-pay
17 status with benefits as long as accumulated benefits allow. (Education Code 44044).

18 Light duty/	<u>Prorated Sick Leave</u>
19 60-Day Benefit/	100-day half-pay or Temp. Disability
20 <u>Temporary Disability</u>	(whichever is higher)
21 12.7.5	12.7.6

22 **12.7.7** - When all industrial leave and sick leave benefits have been exhausted, and
23 if the unit member is not medically able to assume the duties of his/her position, the
24 unit member shall be placed on the 39-Month re-employment list. A unit member who
25 has been placed on the 39-Month re-employment list, who has been medically
26 released for return to duty, and who fails to accept an appropriate assignment, will be
27 terminated.

28 **12.8 Judicial Leave**

29 **12.8.1** - Unit members will be provided leave for regularly called jury duty and to
30 appear as a witness in court, other than as a litigant, for reasons not brought about
31 through the misconduct of the unit member. The unit member shall submit a written
32 request for an approved absence no less than ten (10) days, if possible, prior to the
33 beginning date of the leave as a juror or a witness.

34 **12.8.2** - The unit member will continue to receive his/her regular salary.

1 **12.8.3** - Unit members on jury duty shall return to the District the court form indicating
2 their presence for jury service.

3 **12.8.4** - Unit members are required to return to work during any day or portion thereof
4 within a reasonable time after being released from jury duty or witness services.
5 (One (1) hour plus travel time is considered reasonable.)

6 **12.8.5** - Night shift unit members will not be expected to work more than a combined
7 work and jury duty day of eight (8) hours.

8 **12.8.6** - A unit member required to report to jury duty after their work day begins
9 may be released one (1) hour plus travel time in advance of the required reporting
10 time.

11 **12.9** **Military Leave**

12 **12.9.1** - A leave of absence will be granted to unit members for the duration of
13 required military service, return to work according to applicable law.

14 **12.9.2** - Such absence shall not affect adversely in any way the status, classification,
15 or position of the unit member. In the case of probationary unit members, the period
16 of such absence shall not count as part of the service required as a condition
17 precedent to the classifying of such employee as a permanent employee of the
18 District, but such absence shall not be construed as a break in the continuity of the
19 service of such an employee. If the employee chooses within twelve (12) months of
20 returning to make-up his/her defined retirement contributions missed while on
21 military leave, the District shall make the appropriate matching contribution, as per
22 STRS/PERS and IRS rules and regulations.

23 **12.9.3** - Within six (6) months after the honorable discharge of the unit member from
24 the Armed Forces of the United States, he/she shall be entitled to return to a similar
25 position held at the time of entrance into such military service, at the salary to which
26 he/she would have been entitled had he/she continued in the service of the school
27 district. The District shall make a reasonable effort to accommodate a veteran who
28 returns with a service connected disability in accordance with applicable State and
29 Federal Law.

30 **12.9.4** - Unit members who are members of any Reserve Corps of the Armed Forces
31 of the United States, or the National Guard, or who are inducted, who volunteer, or
32 are otherwise ordered to active military service, shall be granted one (1) month's
33 military leave pay and benefits, as are provided in the Military and Veteran's Code.
34 Unit members and/or their dependents shall be granted a COBRA-like health benefit

1 for a period of up to eighteen (18) months at their expense.

2 **12.10 Organizational Leave** - Not more than six (6) Association officers and/or delegates
3 shall be granted a total of thirty (30) days of paid leave annually (July 1 through June 30)
4 to use for local, state, or national conferences or for conducting other business pertaining
5 to Association affairs. No officer and/or delegate shall use more than five (5) days of paid
6 leave. The Association shall notify the District, in writing, at least five (5) days before the
7 leave starts and this notification shall be signed by the Chapter President or his/her
8 designee.

9 **12.10.1** - Leave days granted are not accruable from year to year.

10 **12.10.2** - The District will release the Association President and one (1) other
11 Association representative to meet and confer on mutual problems that arise
12 throughout the school year with the Assistant Superintendent, Human Resources
13 upon mutual agreement.

14 **12.11 Short Term Leave** - Unit members may be granted a short-term leave of absence
15 without pay for reasons satisfactory to the District. Should the leave be granted, the leave
16 shall not exceed five (5) consecutive workdays during any one (1) school year. Such leave
17 shall not have any benefit adjustment.

18 **12.12 Other Leaves without Pay**

19 **12.12.1** - Upon recommendation of the Superintendent, and approval by the Board
20 of Education, leave without compensation, increment, fringe benefit premium
21 payments, or seniority credit, may be granted for a period not to exceed one (1)
22 school year for the following purposes: (a) care for a member of the immediate
23 family who is ill; (b) long-term illness of the unit member; (c) service in an elected
24 public office; (d) retraining, study, or research; or (e) care of a child.

25 **12.12.2** - The application for and granting of such leave of absence shall be in
26 writing and must be submitted to Human Resources within five (5) calendar days
27 prior to the beginning of the leave. In addition, a unit member on such leave shall
28 notify the District Human Resources Office at least thirty (30) days prior to the
29 expiration of the granted leave of an intent to return to employment in the District.
30 Failure to so notify will be considered an abandonment of position.

31 **12.13 Reinstatement After Leave** - A unit member who receives a leave of absence
32 does so with the understanding that, when he/she returns to active assignment at the
33 completion of the leave, he/she is not guaranteed placement at the same location or in the
34 identical assignment previously held, but will be placed in a comparable assignment in the

1 same classification according to the needs of the District.

2 **12.14 Unauthorized Absence from Duty**

3 **12.14.1** - A unit member, absent from his/her assignment for any reason other than
4 those specifically authorized by law, California Education Code, Board Policy, or
5 this Agreement will be considered absent without permission or authorized leave
6 and as a result may lose his/her full salary for the period of unauthorized leave.

7 **12.14.2** - Improper use of any leave may be cause for disciplinary action or
8 dismissal and will result in recovery of any over-payment. An extended absence
9 from duty which does not qualify under any authorized leave policy may be
10 considered abandonment of position.

11 **12.14.3** - More than five (5) consecutive days of unauthorized absence from duty
12 shall be considered an extended absence.

13 **12.15 FMLA/CFRA - Family Medical Leave Act/California Family Rights Act** –

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

23 There will be no more than twelve (12) weeks of FMLA leave granted for any one (1)
24 qualifying event, this includes both spouses. Leave may be taken in multiple segments of
25 time if used for medical necessity as certified on the FMLA leave application. Except in
26 case of emergency, FMLA leave should be arranged thirty (30) days in advance.

27 **12.15.1 - Personal Illness** - Personal illness requires a physician's off work order
28 and runs concurrent with one-hundred (100) day long-term illness leave.

29 **12.15.2 - Family Illness** – “Family” is defined in Section 12.1.3 of this Article. Family
30 illness requires medical certification on the District's FMLA Seriously Ill Family
31 Member request form. All available paid leaves such as personal necessity and
32 family illness leave must be used as part of the twelve (12) weeks of family medical
33 leave.

34 **12.15.3 - New dependent care** [Birth, Adoption, or Placement of a foster child] -

1 Dependent care leave requires certification of new dependent on the District's
2 FMLA Leave Request for New Dependent form. Leave must be taken within one
3 (1) year of new dependent arrival. If not taken immediately following the qualifying
4 event, the leave must be arranged in advance with the supervisor's approval so as
5 to least interrupt the educational process. The unit member may take the leave in
6 two (2) segments.

7 **12.15.4**— Serious illness or injury sustained in the line of duty by a military service
8 member who is the spouse, child, parent, or next of kin of the employees (FMLA)
9 up to 26 work weeks. Requires Certification for Serious Injury or Illness of Covered
10 Servicemember for Military Family Leave form (DOL Form WH-385).

11 **12.15.5**—Qualifying exigency of an employee's spouse, child, or parent (FMLA)
12 Leave available to a unit member whose spouse, child, or parent is a covered
13 servicemember on active duty or has been notified of an impending call on order to
14 covered active military duty. Requires Certification of Qualifying Exigency for
15 Military Family Leave Form (DOL Form WH-384)

16 **12.15.6** -- Domestic Violence

- 17 a. This leave will be granted for:
- 18 1. Medical attention
 - 19 2. Legal Assistance
 - 20 3. Services from a shelter, program, or rape crises center
 - 21 4. Psychological counseling
 - 22 5. Safety planning, including temporary or permanent relocation.
- 23 b. If an employee wishes to take time off under this section, he or she must
24 give reasonable notice to the employer for one of the above listed activities
25 unless advance notice is not feasible. Employer may require verification
26 that the absence was due to domestic violence. Type of verification may
27 include:
- 28 1. Police Reports
 - 29 2. Court orders (or other evidence the employee appeared in court)
 - 30 3. Other documentation from a:
 - 31 a. Medical professional
 - 32 b. Domestic Violence Advocate
 - 33 c. Health Care Provider
 - 34 d. Counselor