



Certificated Human Resources **Manager's Guide to Leaves**

APPROVAL: The following leaves require manager approval in Aesop:

1. Personal Necessity
2. Union Business
3. School Business

DISTRICT APPROVAL:

Family Medical Leave Act (Labor Code 233)

1. If for a family member can use up to half of annual allotment of sick leave, typically 5 days depending on employee's work year. Requires employee to sign form provided to employee by HR Office.

LEAVES:

Anytime an employee is out more than 3 days consecutively, please contact HR immediately.

Family Sick Leave (LFT Article 7.2.1.1 p.19)

1. Half of annual allotment of sick leave can be used for Family Sick Leave. (5 days)

Personal Necessity (LFT Article 7.6 p. 25)

- a. Up to 10 days allowed each year

Extended Sick Leave (LFT Article 7.2.4 p. 20)

2. Used when all available sick leave is exhausted
 - a. Coordinated through HR department & Payroll
 - i. Reemployment Rights may apply (HR & Payroll work on this)
 - ii. Differential Pay
 - iii. Limit 100 work days

Baby Bonding (Ed Code 44977.5, AB 375 & 2393)

3. Coordinated through HR
4. Can use during first 12 months of birth/adoption

Pregnancy Disability Leave (LFT Article 7.3 p. 22)

1. Coordinated through HR
2. Up to 4 months- doctor's note(s) required

Bereavement Leave (LFT Article 7.7, p. 26)

3. Up to 5 days for immediate family member, as defined in Article 7.7.1
4. Up to 3 days for different family members, as defined in Article 7.7.2

Industrial Accident (LFT Article 7.5 p. 23)

1. Coordinated through Payroll
2. Up to 60 days per year.
 - a. When 60 days is exhausted, sick leave may be used
3. Does not accumulate year to year
4. Reinstated in similar position once released by doctor
5. May require additional paperwork and evaluation as determined by the District

ABUSE OF LEAVES: Contact HR if abuse is suspected.

5. Personal Necessity-If more than 3 consecutive days taken, an affidavit can be requested.
6. Sick Leave- doctor's verification may be required.

MEDICAL PROCEDURES: If a manager is informed of an employee having a medical procedure, contact Human Resources for a *Release to Work* form to be completed by the employee's physician.