

Absence Calculation	Days for exempt employees will be calculated in increments of two hour blocks of time for absences beginning July 1, 2019.
Leave for Temporary Disability	All full-time employees shall be eligible for temporary disability leave. [See DEC (Local) and DEC (Legal).]
Procedure for Requesting Donated Days	<p>An employee requesting donated days will complete the Request for Approval of Donated Days application (available under Employee Forms on the Human Resources webpage on the District's website) and attach a doctor's certification confirming the nature of the illness or injury and the period of anticipated disability.</p> <p>The employee will certify on the application that he or she does not currently owe the District reimbursement for overpayments.</p> <p>Applications may be submitted at any time an eligible employee has 15 or fewer days of paid leave remaining. Any request for days must be made within 30 days of the employee's use of his or her last accumulated paid leave day.</p>
Sick Leave Bank (SLB)	A voluntary sick leave bank shall be administered for all eligible employees who wish to participate. A member of the sick leave bank shall be any eligible employee who agrees, in writing, to contribute one earned local sick leave day per year. [See DEC(LOCAL)]
Governing Committee	<p>The Sick Leave Bank shall be governed by the District Sick Leave Bank Committee (SLBC), which shall be responsible for the operation of the program and the granting or denying of requests for days to the employee or members of the employee's immediate family who suffer a catastrophic personal illness or injury. Situations related to Worker's Compensation are not eligible for donated days as those items are processed under Worker's Compensation.</p> <p>In general, infectious diseases would not be conditions for which days would be granted; however, consideration would be made for employees suffering from an infectious disease related to a Pandemic as Pandemic is defined by the CDC if the employee needed to be hospitalized for treatment of the infectious disease for a time period of no less than one full workweek (more than 5 consecutive calendar days).</p> <p>Members of the SLBC shall consist of the following:</p> <ul style="list-style-type: none">• Employee Leave Specialist• Employee Benefit Staff member

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- The Executive Director of Human Resources (chair) or designee

Duties of the
Committee

The SLBC shall receive requests for the use of the Sick Leave Bank, verify validity of requests, approve or deny requests, and communicate decisions to the requesting employee through the employee leave specialist.

The chair shall gather data, inform the committee of pertinent information, maintain records, call and conduct meetings, and perform other duties required for administration of the program. The chair shall be a voting ex officio member who serves as an advisor and resource to the committee with exclusive authority to convene meetings.

Meetings will be conducted as needed. A simple majority shall be required for any decision.

The Sick Leave Bank Committee (SLBC) may require a member, at the member's expense, to obtain a second opinion; this physician's report shall be sent directly to the executive director of human resources before the SLBC may act upon the request for day.

Each separate application for a grant of days from the sick leave bank shall include a new physician's statement.

If the illness of a sick leave bank member prevents the member from personally applying for days, the application may be submitted to the SLBC by the member's authorized agent or a member of the employee's family.

Applications for
Leave from SLB

Applications shall be submitted to the Human Resource department to be reviewed by the SLBC. The SLBC will approve or deny any requests for donated days based upon the information provided by the employee. The human resources department will notify the employee of the decision.

Maintaining Records

The department of human resources shall maintain all records pertaining to the Sick Leave Bank. The department of human resources shall provide information to the SLBC upon request for any data maintained in the files with regard to an applicant's use of the Sick Leave Bank.

All requests shall be marked for approval or denial by the SLBC. The forms shall be returned to the sick leave member through the office of the executive director of human resources.

**Changes/
Amendments**

The Superintendent or the Superintendent's designee is authorized to modify the Sick Leave Bank program or any documents required for its implementation for purposes of non-substantive revisions, legality, clarity, or operational efficiency. Substantive changes shall be submitted to the Board for approval.

Exceptions for participation may be made for employees who did not originally elect to participate in a specific year's Sick Leave Bank who then wish to change that election during the course of that year. A request for the election change must be made by the employee to Human Resources regarding participation in the Sick Leave Bank. The employee must be facing a potentially terminal disease, require extensive treatment for that disease, and be on a Leave of Absence from the district for a minimum of one semester for the exception to be considered. The employee must be willing to donate one local sick day to the Sick Leave Bank or agree to an absence correction and docked day in order to participate. The Superintendent must approve the exception for it to be granted.

Exceptions for approval of days beyond the 45 day maximum may be made for employees who originally elected to participate in a specific year's Sick Leave Bank who have used all their accrual days and used the 45 days awarded from previous donated day requests. A request for days beyond the 45 day maximum will only be considered if prior donated day requests were approved. A request for the additional donated days must be made by the employee to Human Resources for consideration by the Sick Leave Bank Committee. The employee must be facing a terminal disease, require extensive treatment for that disease, and have received notice from the health care provider that the disease will result in death within the current school year for the exception to be considered. The maximum number of additional donated days able to be awarded beyond the original 45 day maximum would be 45 days for a maximum of 90 days total. The Sick Leave Bank Committee must be in agreement with the exception and then the request must go to the Superintendent or Designee who must approve the exception for it to be granted.

Appeal

Decisions made by the SLBC regarding the granting or denial of days from the Sick Leave Bank shall be made in accordance with the guidelines identified in this regulation and DEC(LOCAL).

Note: Use of the following Emergency Closure Leave is only applicable upon the Superintendent's activation of the Emergency Closure Leave plan.

Emergency Closure Leave

All eligible employees shall earn ten days of emergency closure leave each fiscal year. Emergency closure leave shall not accumulate beyond the fiscal year in which it is earned. An emergency closure leave day for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full time or part time, and not based on any specific campus adjusted work schedule.

An employee shall be eligible to receive emergency closure leave and/or emergency closure pay if he or she accrues local leave. Substitutes and temporary workers shall not be eligible for emergency closure leave or emergency closure pay. Employees classified as crossing guards and childcare workers who are not eligible for local leave may be identified as eligible under an emergency closure only by approval of the Superintendent.

Emergency closure leave may only be used if the Superintendent has activated the Emergency Closure Leave plan and has closed the District, an individual campus, or facility as a result of a federal, state, or local disaster; epidemic; or other emergency condition that results in the necessity to close the District, an individual campus, or District facility.

See also DEC(Local).

Pandemic-Related Leave Requests

Employees may make requests for leave under the Families First Coronavirus Response Act (FFCRA). Requests for leave must be made by the employee by notifying the Human Resources Department and completing and submitting the FFCRA Request for Leave Form. Submissions will be reviewed for consideration based on guidelines and eligibility identified under FFCRA. Information and details regarding FFCRA is located in the COVID Information section of the district website.

All other types of leaves identified in district policy will be applied based on regular district processes and procedures. Employees making requests under district leave options must complete required paperwork, provide required documentation, and meet the qualifying standards under the leave to be eligible.

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Employees not reporting to work who do not request or do not meet the requirements for eligibility of leaves available or who have exhausted leave for which they were eligible based on district policy will be required to submit absences per normal district processes. Employees who are absent from work who do not have available accrual days to use will be docked. Employees with excessive absences will be addressed per district policy regarding excessive absences.

**District Staff
Cancellation Fee for
Events**

District staff such as police officers, technology services staff, athletics staff, facilities staff, or other non-exempt staff, who are scheduled to work a special event which the campus does not cancel at least 24 hours in advance of the event's scheduled start date are entitled to two hours of compensation at the rate of pay for which the district employee would otherwise have earned working the scheduled event. This is specific to internal campus and department events as external rentals are governed by the district rental process and rental agreements.