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POLICY GCCA PROFESSIONAL/SUPPORT STAFF SICK LEAVE CLARIFICATION FOR EMPLOYEES

What is “Sick Leave (Prop 206)”?

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. The purpose of this policy is to comply with the Fair Wages and Healthy Families Act.

What absences qualify for this leave time?

Earned paid sick time shall be provided to an employee by the District for:

- A. An employee's mental or physical illness, injury or health condition;
- B. Care of a family member with a mental or physical illness, injury or health condition;
- C. Related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. § 23-373.

How do I request this leave time?

Such request may be made orally, in writing, and by electronic means acceptable by the District. For earned paid sick time of three (3) or more consecutive work days, the District may require reasonable documentation.

How do I accrue “Sick leave (Prop 206)” time?

Employees of the District shall accrue a minimum of (1) one hour per (30) thirty hours worked.

What happens to the “Sick leave (Prop 206)” hours if not used?

The hours of sick leave will roll over to the next fiscal year if not used.

Do I select “Sick leave (Prop 206)” or “General Leave” for illness?

It depends. If you are ill and qualify within the definition above, use sick leave first. For other reasons not stated above, please follow policy GCCA and use general leave.

If I use “Sick leave (Prop 206)” time, does it affect my pay for performance (PFP)?

No, using sick leave hours will not count against the attendance portion of pay for performance for both certified and classified staff.

What defines a “family member”?

Family member: Adopted/foster/step child, parent, domestic partner, spouse, grandparent, grandchild sibling or guardianship. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

If an employee is absent on a blackout day, is a doctor’s note required?

The District reserves the right to request verification of any absence.

Does “Sick leave (Prop 206)” time increase the maximum of leave days I can use in a year?

No. The maximum amount of leave days that can be taken in a contract year will be limited to the number of leave days and employee can earn on an annual basis. Additional leave may be granted in accordance with Policy GCCC.