



Folsom Cordova Unified School District

TO: Classified Less than 12 Month Employee
FROM: Human Resources

Welcome to our district. The following information is provided as an overview of the sick, personal necessity, and annual leave policies of the Folsom Cordova Unified School District. Your leave balance will appear on the left-hand side of your pay warrant stub. Please allow up to one (1) month for balances to update. Please review the 2020-23 CSEA Contract Agreement for more details.

The district uses a six (6) digit ID number in place of your social security number. This number will appear on all correspondence or pay warrants.

Absence Reporting: An employee shall report his or her need to be absent from work as soon as is reasonably possible. Typically, this notification should occur at least two hours prior to commencement of the employee's shift. (2020-23, CSEA CBA 12.2.1.5). It is the employee's responsibility to enter their absence in Frontline, our absence tracking system, either online, mobile app, or by telephone. If you are unable to enter your absence in Frontline, please contact your site administrative assistant. It is extremely important that you report any anticipated tardiness or absence from the job as soon as possible, preferably the day before or earlier. In any event, you must notify your immediate supervisor at the earliest possible time. Please use the AESOP absence system to record your absence. You may reach AESOP either by telephone or via the internet.

The District places a high level of importance on regular attendance. Absenteeism may be cause for failure of probation or for discipline of permanent employees. A leave of any kind requires prior approval. The rules applying to the various kinds of leaves are included in Administrative Regulations, Board Policies, and the CSEA negotiated contract.

Sick Leave: All classified employees earn a total of **one (1) day of sick leave per month**. Sick leave credit is frontloaded at the beginning of each school year (July). Sick leave can be used for the employee's personal illness or injury with full pay (BP 4161.1). Employees working less than eight (8) hours per day and/or less than twelve (12) months per year shall receive their pro rata share for sick leave (2020-23, CSEA CBA 12.2.1). Example: Employee works 3.50 hours per day for 9.5 months = credit of 33.25 hours. New employees can use only six (6) days of sick leave in the first six (6) months.

Sick Leave Transfer: Sick leave accrued for one year or more with a School District, County Office of Education or community college district can be transferred to or from FCUSD within one year of initial employment. (Ed Code 44979, 44980, CSEA CBA, 12.2.1.3). Sick leave can accrue each year without limit and can be converted to service credit at the time of retirement for CalPERS members.

Personal Necessity Leave: During any one school year, classified employees may elect to use 8 or 10 days of their accumulated sick leave for personal necessity reasons which is charged to their accumulated sick leave. With 0-9 years of District service, not more than eight (8) days. After ten (10) years of District service, not more than ten (10) days. Below are the personal necessity reasons (2020-23, CSEA CBA, 12.3).

- **Bereavement:** Death or serious illness of a member of the immediate family. Leave under this section would be in addition to normal bereavement leave.
- **Accident-Immediate Family:** Accident of immediate family or property.
- **Emergency:** involving the employee or employee's property or the person or property of a member of the employee's immediate family, of such a nature that the immediate presence of the employee is required during the workday. An emergency shall be defined as a situation that can neither be planned nor anticipated.
- **Wedding/Graduation:** immediate family.
- **Children's Educational needs:** Field trip, parent conference, etc. Two (2) days per school year to attend to the educational needs of the employee's child(ren).

Advance permission is required from immediate supervisor for the following reasons:

- **Legal matters:** Any legal business.
- **Moving:** Residential move. Two (2) days per school year.
- **Religious Holiday:** Any religious holiday. Two (2) days per school year.

Advance permission is required from Associate Superintendent for the following reason:

- The life-threatening illness, injury, or operation of an immediate family member. Ten (10) additional days may be converted from available sick leave with medical certification.



Sick/Personal Necessity Leave Overuse: Employees that have exhausted sick leave and/or personal necessity leave will receive a dock in pay. Upon separation, used unearned sick leave shall receive a dock in pay. After an absence due to illness or injury exceeding three (3) consecutive workdays, the District may request medical verification of the employee's illness from their medical provider (2020-23, CSEA CBA 12.2.1.4.1). Sick leave does not accrue while in unpaid status and may also be owed back to the district if the employee does not complete a full year of service.

Definition Immediate Family: the employee's spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, aunt, uncle, the employee's or spouse's mother, father, grandmother, grandfather, grandchild, any relative living in the immediate household of the employee and a domestic partner (CSEA, 12.1.1).

Perfect Attendance: Employees who have perfect work attendance in a given work year will earn one day off to be used in the following school year with prior approval of the employee's principal or supervisor. This leave will not accrue and must be taken in the year granted (CSEA CBA, 12.4.1).

Bereavement leave: In the event of the death of a member of his/her immediate family, an employee shall be granted a maximum of six (6) days of paid leave (2020-23, CSEA CBA, 12.13.1). If additional days are needed, your remaining personal necessity days may be used.

Holidays: There are thirteen (13) paid holidays each school year. All Classified employees working less than 12 months are entitled to one Float Day. This must equal the number of hours in your regular workday and be taken on a designated non-student day or broken down into smaller increments and taken on early release days with approval of the site administrator/supervisor. There is no carry over to the following year. Classified Less than 12-month employees do not earn Annual Leave ("vacation").

Certification by Health Care Provider: The District may require the employee to submit certification from the appropriate health care provider in conjunction with the leave request. Certification does not include a diagnosis of the employee's medical condition or medical facts related to the condition. The District may, at its option and cost, require a second opinion (CSEA CBA, 12.12.1.3).

General Leave of Absence: After being an employee of the District for one (1) year and passing the probationary period, an employee may request an unpaid leave of absence of up to one (1) calendar year in duration. If the leave is approved, a position in the District will be encumbered that is equal to the employee's current class status, hours of employment, and annual days of employment (2020-23, CSEA CBA, 12.11.1). This leave is not intended to be used to accept a position with another employer unless that employment is determined to be as an "employee on loan" to that employer with a fixed return date (2020-23, CSEA CBA, 12.11.2).

Absence Without Leave: Employees are responsible to be aware of their available leave and refrain from being absent without leave. Employees who are absent without adequate leave and/or without medical certification supporting the leave may be subject to discipline up to and including dismissal (AR 4218).

Family and Medical Leave Act (FMLA): Family and medical leave is available to eligible employees pursuant to the federal Family Care and Medical Leave Act (FMLA) and related state California's Family Rights Act (CFRA) provisions (2020-23, CSEA CBA, 12.12.1). Under Federal and State law, you may be eligible to take up to 12 weeks of unpaid leave within a 12-month period to bond with a newborn, adopted child or child placed for foster care, to care for your own illness or injury, or to care for a seriously ill child, parent, or spouse. Approved leave will run concurrently with both FMLA and CFRA. During your family and medical leave, the time you take off due to FMLA/CFRA is unpaid. You may elect to use any accrued and unused Sick leave hours during your leave. The District will maintain the employee's benefit premiums for the entire leave period.

Pregnancy Disability Leave: Following the birth of a child, Pregnancy Disability leave is (PDL) is commonly six (6) weeks for normal delivery or eight (8) weeks for C-section.

Maternity/Parental Leave: If the employee is granted a family medical leave under FMLA/CFRA, for the purposes of caring or bonding with a newborn, adopted child or child placed for foster care, four (4) weeks of this leave may be charged to the employee's accumulated sick leave. In addition to the benefits provided under FMLA, the employee may request an additional unpaid parental leave. This leave shall not exceed three (3) full semesters or four (4) full trimesters in length. While on parental leave, a position in the District will be encumbered (CSEA CBA, 12.10.1)



Military Leave (USERRA): An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave (2020-23, CSEA CBA, 12.5.1).

Differential Leave: When an employee is absent from duty because of a medically verified disabling illness or injury, the employee shall be paid regular salary less the sum paid to the substitute (Step A or above) for a period of five (5) calendar months following the time when the accumulated sick leave shall have been exhausted. The employee may choose, after exhausting sick leave and prior to beginning differential leave, to use any or all of his/her available annual leave. At no time will differential leave run concurrent with other leaves available to the employee. If no substitute is hired to fill the position of the absent employee, the employee shall receive his/her regular rate of pay less the cost of the substitute rate of pay (Step A or above). (2022-23, CSEA CBA, 12.9.1).

Catastrophic Leave: "Catastrophic illness or injury" is defined as an illness or injury that is expected to incapacitate the employee for an extended period of time or that incapacitates a member of the employee's immediate family whose incapacity requires the employee to take time off from work for an extended period of time to care for that family member and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all his/her sick leave, excluding differential leave. A medical verification is required. (2020-23, CSEA CBA, 12.5.1.3)

Jury Duty Leave: Employees called for jury duty and receiving remuneration for that service, or employees receiving witness fees, shall continue to receive their full pay from the District. The employee shall remit to the District the money received for that portion of his/her services performed during his/her normal work hours, excluding any travel allowances. This may be done either by endorsing his/her jury duty/witness fee check to the District or by remitting any equal amount in cash or personal check to the District. (2020-23, CSEA CBA, 12.14.1)

Short-term Disability Insurance: UNUM is available for employees that work 4 hours or more per day. The district does not participate in the California State Disability Insurance program (SDI).

If you have questions regarding procedures for taking leave, please reach out to **Charlotte Torres** at ctorres@fcusd.org or 916.294.9000 ext. 104455. All information above is subject to the CSEA Collective Bargaining Contract, Board Policy, California Education Code and relevant legislation.

