



Folsom Cordova Unified School District

TO: Classified Twelve (12) Month Employee
FROM: Human Resources

Welcome to our district as a 12 month employee. The following information is provided as an overview of the sick leave, personal necessity and annual leave policies of the Folsom Cordova Unified School District. FMLA/CFRA leave information is enclosed.

Any twelve (12) month classified employee shall be entitled to a total of **one (1) day of sick leave per month**. Sick leave credit is given once a year at the beginning of the school year (July). Sick leave can be used for your own illness, injury or medical/dental appointments with full pay. An example: employee works 8 hours per day for 12 months = credit of 96 hours.

Accrued sick leave can be carried over from year to year without limit and can be converted to service credit at the time of retirement for those employees in PERS.

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 your accumulated sick leave. Below are the personal necessity reasons.

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.

- Emergency. Emergency situation for you or your property
- Bereavement-Immediate Family or Other. Beyond the no charge bereavement or other relatives or friends.
- Accident-Immediate Family. Accident of immediate family or property.
- Litigant/Witness. Attending to a court proceeding.
- ***Religious Holiday. Any religious holiday. Two (2) per school year.
- Weather/Mechanical failure. Inclement weather or mechanical failure. Two (2) per school year.
- ***Legal matters. Any legal business.
- ***Moving. Residential move. Two (2) per school year
- Wedding/Graduation-immediate family
- Children's Educational needs. Your child's education. Two (2) per school year.
- Life threatening illness, immediate family. Ten (10) additional personal necessity days for a life threatening illness

***** All starred absences MUST be pre-approved.**

Immediate family includes: 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.

In addition, employees who have perfect attendance in a given work year will earn one floating holiday to be used in the following school year, with no accrual of leave from year to year. This perfect attendance floating day will also require prior approval of the employee's principal or supervisor.

Bereavement leave will be granted a maximum of six (6) days leave, at full pay. If additional days are needed your remaining personal necessity days may be used.

Annual leave (vacation time) credit is given on the first working day of each month. Annual leave credit is 1.25 days per month. An example: employee works 8 hours per day = credit is 10 hours per month. Annual leave shall be taken with prior approval of the employee's supervisor with as much advance notice as is possible. Preference is to be given to employees on the basis of seniority when possible. After ten (10) years of service credit the employee will receive 1.66 days per month. An example: employee works 8 hours per day = credit is 13.33 hours per month. Not more than thirty (30) days of accumulated annual leave may be carried forward from September 30th of each school year.

There are fourteen (14) holidays from July to June of each school year including the floating holiday between December 25th and January 1st. In addition, when the school year exceeds 260 work days, inclusive of holidays, employees will be granted one additional day off work (formally known as "voucher day"). This day shall be designated during the winter break.

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

Your leave balances will appear on the left hand side of your monthly pay warrant stub. The balances are given in hours only. We have Hartford Insurance as our income protection plan for our 4 hours or more per day employees. The district does not participate in the California state disability insurance. Attached is our catastrophic leave bank policy offered at the beginning of each school year.

Please direct all leave questions to **Charlotte Torres** at ctorres@fcusd.org or 916-294-9000 x 104455.