



TO: Certificated Employees
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 FCEA 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 the need to be absent from work as soon as reasonably possible. It is the employee's responsibility to enter their absence in [Frontline](#), our absence tracking system, either online, by mobile app, or by telephone. If unable to enter the absence in Frontline, please contact your site administrative assistant. It is important to report any anticipated tardiness or absence on or before the date of absence.

The District places a high level of importance on regular attendance. Absenteeism may be cause for discipline. The rules applying to the various kinds of leaves are found in Administrative Regulations, Board Policies, and the negotiated contract.

Sick Leave: Full-time certificated employees are provided 10 days of leave for illness (physical or mental), injury, or medical appointments each year of service. Employees in a more than 189-day work calendar will receive additional accrual, per chart in contract. (FCEA 9.3.2.2) Sick leave is earned at a rate of 1 day per month (prorated for part-time) and is front loaded upon hire and on the first working day of each school year thereafter. An employee can take sick leave at any time during the school year, before the days are earned (Ed Code 44978, AR 4161.1, BP 4161) Sick leave is deducted in half-day or full day increments, not hourly. Sick leave cannot be used for vacation or extended holiday. Certificated employees do not earn vacation time. Vacation is expected to be taken on non-contract days.

Sick Leave Transfer: Sick leave accrued by a certificated employee for one year or more with a School District, County Office of Education or Community College District can be transferred to FCUSD within one year of initial employment. (Ed Code 44979, 44980)

Personal Necessity Leave: During any one school year, certificated employees may elect to use 7 days of their accumulated sick leave for personal necessity reasons which is charged to their accumulated sick leave. With 0-5 years of District service, not more than seven (7) days, after five (5) years and up to ten (10) years of service, not more than eight (8) days, and after ten (10) or more years of service not more than nine (9) days. (FCEA 9.3.3)



Acceptable reasons for using Personal Necessity Leave:

- **Personal Business:** Personal business that cannot be conducted outside of the workday (FCEA 9.3.3.1.1)
- **Family Matters:** Matters involving the employee's immediate family (FCEA 9.3.3.1.2)
- **Emergency Situations:** Up to 2 days per year can be taken for an emergency involving the employee or the employee's immediate family where the employee's presence is required during the workday (FCEA 9.3.3.1.3)
- **Professional Development:** Professional improvement or training in the field of education with the approval from site or department administrator (FCEA 9.3.3.1.4.1)
- **Immediately Family Illness:** Certificated employees may elect use up to 10 additional accumulated sick leave days for life threatening illness, injury or operation involving an immediate family member with medical verification and approval from the Associate Superintendent of Human Resources (FCEA 9.3.3.1.4.2)

Sick/Personal Necessity Leave Overuse: Employees that have exhausted sick leave and/or personal necessity leave will receive a dock in pay. A first-year employee is required to reimburse the district for any used, unearned sick leave upon termination/separation. Reimbursement shall be collected through payroll deduction. (Ed Code 44978; FCEA 9.3.2.8)

Bereavement Leave: Five (5) days of paid leave upon the death of any member of the "immediate family" as defined in the FCEA agreement (FCEA 9.1.2.1; BP 4161.2; Ed Code 44985).

Personal Unpaid Leave of Absence: Up to 1 year of Personal Unpaid Leave can be applied for after 5 consecutive years of working for the District. Applications may be submitted via TalentEd Records by March 1st preceding the requested year of leave. Applications are subject to approval by the Associate Superintendent of Human Resources. An early return from an unpaid leave of absence must be board approved. Upon return, the employee will be reinstated into a similar position, unless agreed upon otherwise. (FCEA 9.2.1, 9.2.6)

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). 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. FMLA and CFRA run concurrently when applicable. You shall use any accrued and unused sick leave hours during your leave. The district will maintain the employee's benefits premiums for the entire FMLA/CFRA leave period. A medical release is required to return to work.



Pregnancy Disability Leave: If you are in need of a pregnancy disability leave, please contact our Leaves Personnel Technician, Melanie Elzea melzea@fcusd.org Once deemed medically unable to work, a note must be provided from a physician placing you on medical leave. Following the birth, Pregnancy Disability Leave (PDL) is commonly 6 weeks for normal delivery or 8 weeks for C-section. While on PDL, employees shall use accumulated sick leave. Employees without sick leave balances will be paid at the differential rate. A medical release is required to return to work. (FMLA; FCEA 9.3.4)

Maternity and Paternity Leave: An employee may be granted a family medical leave under FMLA/CFRA, for the purpose of caring or bonding with a newborn, adopted child or child placed for foster care. The minimum eligibility requirement for CFRA or Ed Code bonding leave is one year of service with FCUSD. While on maternity/paternity leave, you shall use accumulated sick leave. If you choose to apply sick leave, but exhaust your accumulated sick leave, you will be paid at a differential rate, no less than 50% of regular salary (AB 2393). Only work weeks are counted in the twelve (12) weeks. If the school year ends before your twelve (12) week period ends, the remainder of the parental leave can be taken the following school year. Only one twelve (12) week period of maternity/paternity leave may be taken per occurrence; it may be taken in non-consecutive increments of no less than 2 weeks. The 12 weeks must be concluded within 1 year of the birth/adoption. (FCEA 9.2.5; Education Code 44977.5, 45196.1, CFRA)

Differential Leave: After exhausting all sick leave, partially paid sick leave may be granted for up to 100 workdays commencing with the first day of absence after exhaustion of all sick leave. This is granted only for the employee's own illness or injury, and must be medically verified. Pay is the difference between the employees' daily rate and the cost of the substitute (deducted even if substitute is not used) (Ed Code 44964, 44977, FCEA 9.3.4.1.5; FCEA 9.3.4.1.6)

Catastrophic Leave: May be used by certificated employees with at least 1 year of services with the district, who have donated to the bank and require additional time off for a reason that meets definition of "Catastrophic Leave". Application must be made pursuant to FCEA 9.4.3 It can be used for yourself or to care for an "immediate relative" as defined in FCEA 9.4.1.4. A minimum of 10 workdays of illness or injury must be covered by the participants' own sick leave, differential leave or leave without pay the first time they qualify to use the bank. This leave is granted for up to 30 days at a time with a maximum of 90 days. Days granted under Catastrophic Leave are at full pay. (FCEA 9.4.1.3)

Disability Insurance: FCUSD does not participate in the California State Disability Insurance program (SDI). As an alternative, CTA/FCEA member employees have the option to apply to the CTA income protection plan through The Standard insurance company. Please contact FCEA or CTA directly regarding this coverage.



Jury Duty Leave: Fully paid leave if summoned on contracted workday(s). Proof of attendance is required and must be submitted to Human Resources. If jury duty is postponed from a contracted workday to a non-contracted workday (“standby” is not considered “jury service”), a Folsom Certificated substitute rate is received for each day of jury duty served on a non-contract workday. (FCEA 9.3.9)

Military Leave: Available to employees who are members of any military branch. Must submit orders to Human Resources. (FCEA 9.3.11)

Litigation Leave: Fully paid leave for employees who are officially ordered to serve as a witness in a criminal case, or who officially represent the district in any litigation or official hearing.(FCEA 9.3.10)

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).

Unused Sick Leave: Unused sick leave shall be accumulated from year to year without limitation. Upon retirement, remaining sick leave can be converted to service credit with CalStrs (Ed Code 44978; Ed Code 22717)

If you have questions regarding procedures for taking leave, please reach out to Melanie Elzea at melzea@fcusd.org

All information above is subject to the FCEA Collective Bargaining Contract, Board Policy and California Education Code.

