



Substitute Sick Leave Policy

OVERVIEW

The Los Gatos-Saratoga Union High School District (LGSUHSD) provides paid sick leave to eligible employees who are not granted paid sick leave under a collective bargaining agreement in accordance with SB 616. This policy is primarily applicable to certificated and classified substitutes. PERS retirees employed by the school district are not eligible.

SICK LEAVE ALLOCATION

Effective July 1, 2024, eligible employees will receive up to 5 days (or 40 hours) of annual sick leave. Prior to being able to use any sick leave, an employee must have worked at least 30 days with LGSUHSD. An employee may begin to use up to 3 days (or 24 hours) paid sick leave on their 120th day of employment and the additional 2 days (or 16 hours) on their 200th day of employment.

USAGE

Under SB 616, paid sick leave days are for the diagnosis, care or treatment of an existing health condition or preventative care for an employee or employee's family member or for an employee who is a victim of domestic violence, sexual assault, or stalking.

For the purposes of this policy, a family member is defined as follows:

1. A child, which for purposes of this article means biological, adopted, or foster child, stepchild, legal ward, or a child whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor.
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling
8. A designated person, which for purposes of this article, means a person identified by the employee at the time the employee requests paid sick day, limited to one designated person per 12-month period.

Use of paid sick leave is limited to 40 hours per fiscal year (i.e., July 1, 2024-June 30, 2025).

PROCEDURES FOR USE

Eligible employees may request sick leave only for days they are scheduled to work but cannot as a result of one of the allowable reasons for use of paid sick leave as specified above.

To use available sick leave, employees must call/notify the Human Resources at 408-402-6327 or laraujo@lgsuhd.org prior to the scheduled start time of the work shift. The employee must also complete the [SB 616 Leave Request Form](#) and submit it to the Human Resources Department within two (2) working days following the absence. If the need to use sick leave is foreseeable, the employee must complete the SB 616 Leave Request Form and submit it to the Human Resources Department in advance.

An employee requesting sick leave is not responsible for securing a replacement worker to cover the time during which he/she uses sick leave.

The Los Gatos-Saratoga Union High School District will not deny an individual the right to use accrued sick leave, discharge, or threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint with Superintendent's Designee or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law.

Should you have any questions about SB 616 or its implementation in Los Gatos-Saratoga Union High School District, please do not hesitate to contact Dagmar Derickson, Director of Human Resources, at (408) 402-6320.