



Classified &
Classified/Confidential
Management



Key highlights for the
following Leaves:

- Sick Leave
- Personal Necessity
- Discretionary Leave
- Parental Leave
- Maternity Leave
- Jury Duty
- Bereavement

GET TO KNOW
YOUR
LEAVES

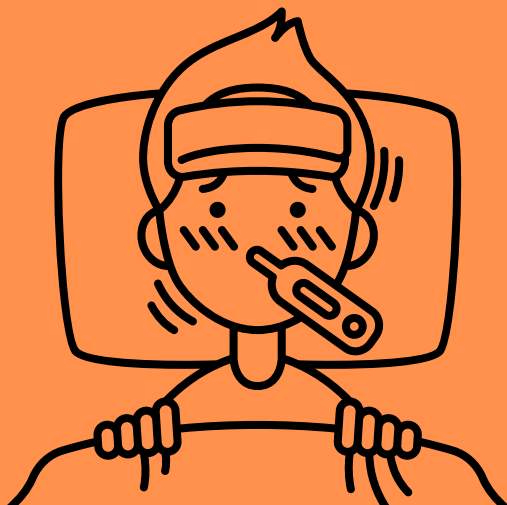
I BELIEVE IN, I BELONG IN... I AM VUSD.

SICK LEAVE

15.4.1 Leave of Absence for Illness or Injury: An employee employed five (5) days a week shall be granted twelve (12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service.

15.4.2 An employee employed five (5) days a week for less than a full fiscal year is entitled to the proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12).

15.4.2.1 Employees regularly assigned to a nine-month work schedule (181 - 195 work days) shall receive ten (10) days leave of absence for illness or injury per year.



15.4.5 Except in cases of an emergency, all classified employees shall report all absence(s) to the District's absence reporting system requiring him/her to be absent from duty at least one (1) hour prior to the time the employee is scheduled to commence work. All classified employees shall notify their respective supervisors in addition to reporting their absence to the District's absence reporting system. Failure by the employee to make the above mentioned reporting and/or notification could result in disciplinary action being taken by the District.

***CLASSIFIED MANAGEMENT EMPLOYEES** Shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.(BP 4361)



PERSONAL NECESSITY LEAVE (PN)

15.7 An employee may use up to seven (7) days for personal necessity leave per school year. Such leave shall be deducted from his/her accrued sick leave under.

Please see 15.7 of the CBA for more information regarding Personal Necessity Leave.

AR 4161.2(e) 4261.2 4361.2

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to address enrollment needs or to participate in activities of the school or child care provider. Time off for these purposes shall not exceed eight hours in any calendar month. **(Labor Code 230.8)**

DISCRETIONARY LEAVE

15.8 All bargaining unit employees shall be allowed to use up to five (5) discretionary days for personal reasons, with hours to be deducted from sick leave. These days are not designated for extended vacations.

Please see 15.8 of the CBA for more information regarding Discretionary Leave.

Classified Management only:

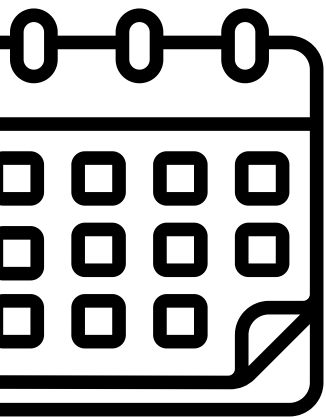
Management and confidential personnel may take up to two days of leave for personal reasons as discretionary leave with prior approval of their supervisor. Employees must request and receive approval from their supervisor at least two days prior to taking discretionary leave. Discretionary leave shall be taken in full-day increments and shall be deducted from an employee's accumulated sick leave. (Board Policy - AR 4361)

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MATERNITY LEAVE

Maternity leave estimated six weeks after the baby is born by a natural birth, or eight weeks if born by cesarean birth. Your Pregnancy Disability Leave will run concurrently with the federal Family and Medical Leave and consecutively with the California Family Rights Leave for which you are eligible. (Please reach out to your Benefit Technician one month before due date)

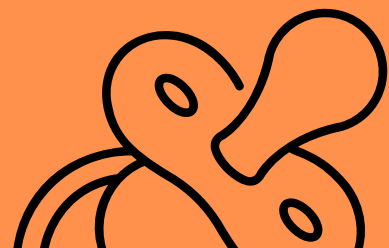


PARENTAL LEAVE

California Family Rights Act (CFRA) leave and/or Child Care Leave:

You may request CFRA leave to bond with your child and/or a child care leave of absence if you wish to take additional time off after your doctor releases you to return to work (see Parental/Child Care Leave). Your request for leave must be completed 30 days in advance, and the leave must be taken in a minimum of 2-week increments.

Please see 15.10 of the CBA for more information regarding Parental Leave



JURY DUTY

15.2 Any employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The District shall pay the employee the difference, if any, between the amount received for jury duty and the employee's regular rate of pay. Any meal, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty. Any employee who is Required to spend more than four (4) hours in any one day waiting to be selected as a juror or actually serving as a juror, shall not be required to report to his/her regular assignment in order to earn his/her regular day's pay. The employee is required to submit verification of jury duty upon return from the absence(s).

Any employee "on call" only, should report to work until duty has been decided.



BEREAVEMENT

15.1 Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be granted as requested for up to three (3) days. If travel exceeds 200 miles, one way, up to two (2) additional days will be granted, if requested.

*May be subject to legal changes.

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Shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.(BP 4361)

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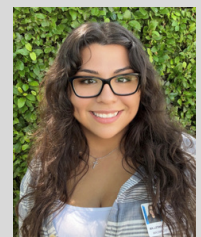
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