

LEAVE POLICIES: CERTIFICATED EMPLOYEES



TO: Certificated Employees

FROM: Administrative Services

The following information is provided as an overview of the sick, personal necessity, and other leave policies of the Folsom Cordova Unified School District.

Leave balances are available on the [Employee Self-Service \(ESS\) Portal](#) online. Alternatively, you can view your leave balance on the left-hand side of your paystub. Please allow up to 45 days for balances to update.

If you have questions regarding procedures for taking leave, or to provide any leave-related documentation (medical notes, jury duty service, etc.), please contact Melanie Elzea at melzea@fcusd.org or 916.294.9000 x 104414.

Please review the current [FCEA Contract Agreement](#) (Article 9), [Administrative Regulations](#), and visit the District's [Leaves webpage](#) for detailed information.

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 you are unable to enter the absence in Frontline, please contact your site administrative assistant. You must report any anticipated tardiness or absence on or before the date of absence. **In any event, you must notify your immediate supervisor at the earliest possible time.**

The District places a high level of importance on regular attendance. Excessive absenteeism may be cause for disciplinary action. **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 negotiated contract.

Sick Leave: 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. **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.

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

Sick Leave Transfer: Sick leave accrued for one year or more with a California School District, County Office of Education or community college district can be transferred to or from FCUSD pursuant to California Education Code. Sick leave can accumulate annually without any limitations and, under CalSTRS regulations, may be converted to service credit upon retirement.

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Personal Necessity Leave (PN): During any one school year, certificated employees may elect to use an allotted portion days of their accumulated sick leave for personal necessity reasons which is charged to their accumulated sick leave (PN leave is a part of your sick leave balance): 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 are listed in FCEA 9.3.3.

Sick/Personal Necessity Leave Overuse: Employees that have exhausted sick leave and/or personal necessity leave will receive a pay adjustment. Upon separation, used, unearned sick leave may result in an adjustment of your final salary. Please note that sick leave does not accrue while in unpaid status. (Ed Code 44978; FCEA 9.3.2.8)

Certification by Health Care Provider: The District may request 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.

Differential Leave (Extended Sick Leave): With medical verification of the absence, employees may be eligible to use up to 100 days of extended sick leave, paid at the substitute differential rate, once they have exhausted all accumulated sick leave. This is granted only for the employee's own medically verified illness or injury. (Ed Code 44964, 44977, FCEA 9.3.4.1.5; FCEA 9.3.4.1.6)

Absence Without Leave: Employees are responsible for being 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)

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. 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)

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)

Family and Medical Leave (FMLA & CFRA): 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

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illness or injury, or to care for a seriously ill member of the immediate family as defined in FMLA/CFRA. FMLA and CFRA run concurrently when applicable. You shall use any accrued sick leave 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 (PDL): Once deemed medically unable to work, a note must be provided from a physician placing you on pregnancy-disability leave. While on PDL, employees shall use accumulated sick leave. If sick leave exhausts, substitute differential pay will be applied. A medical release is required to return to work.

Child Bonding Leave: An employee may be granted family medical leave under FMLA/CFRA, for the purpose of caring or bonding with a newborn, adopted child or child placed for foster care for up to 12 weeks. The minimum eligibility requirement for CFRA and Ed Code bonding leave is one year of service with FCUSD. While on bonding 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 the substitute differential rate, no less than 50% of regular daily rate (AB 2393). Only work weeks are counted in the twelve (12) weeks. The basic minimum duration for bonding leave under the CFRA is two (2) weeks, however, the District shall grant a request for bonding leave of less than two (2) weeks' duration on any two occasions. The 12 weeks must be concluded within 1 year of the birth/adoption. (Education Code 44977.5, CFRA)

Catastrophic Leave: Eligible certificated employees with one year of service may participate in the Catastrophic Leave Bank. An initial contribution of one Personal Necessity day is required during the October 1-31 enrollment period. Refer to FCEA Contract Section 9.4 for complete eligibility and program details.

Jury Duty Leave: Employees called for jury duty shall continue to receive their full pay from the District by submitting proof of attendance from the Court Clerk. A unit member who postpones jury duty from contracted workdays to non-contracted workdays, shall receive the "Folsom certificated substitute rate" for each day of jury service on a non-contracted workday ("standby" is not considered "jury service"). (FCEA 9.3.9)

Litigation Leave: Fully paid leave for employees who are officially ordered to serve as a witness in a criminal case (where they are not the defendant), or who officially represent the district in any litigation or official hearing. (FCEA 9.3.10)

Military Leave: 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. (FCEA 9.3.11)

All information above is subject to applicable laws, regulations, contract language, and District policy.