LEAVES POLICIES: CLASSIFIED EMPLOYEES

TO: Classified Employees

FROM: Administrative Services

The following information is provided as an overview of the sick, personal necessity, and annual 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.) contact Charlotte Torres at ctorres@fcusd.org or 916.294.9000 x 104455.

Please review the current CSEA Contract Agreement (Article 12) for more details and visit the District's Leaves webpage.

Absence Reporting: An employee shall report his or her need to be absent from work as soon as is reasonably possible. Typically, this notification should occur at least two hours prior to commencement of the employee's shift. (CSEA 12.2.1.5). **It is the employee's responsibility to enter their absence in Frontline, our absence tracking system, either online, mobile app, or by telephone.** If you are unable to enter your absence in Frontline, please contact your site administrative assistant. You must report any anticipated tardiness or absence from the job as soon as possible, preferably the day before or earlier. **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. **Employees are expected to follow applicable procedures for reporting absences and requesting leave.** The rules applying to the various kinds of leaves are included in Administrative Regulations, Board Policies, and the negotiated contract.

Sick Leave: All classified employees earn a total of one (1) day of sick leave per month. Sick leave credit is frontloaded at the beginning of each school year (July). Sick leave can be used for the employee's personal illness or injury with full pay (AR 4261.1). Employees working less than eight (8) hours per day and/or less than twelve (12) months per year shall receive their pro rata share for sick leave (CSEA 12.2.1). New employees can use only half of their days of sick leave in the first six (6) months.

Disability Insurance: UNUM is available for employees that work 4 hours or more per day. **The district does not participate in the California State Disability Insurance program (SDI).**

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 CalPERS regulations, may be converted to service credit upon retirement.

Personal Necessity Leave (PN): During any one school year, classified employees may elect to use an allotted portion of their accumulated sick leave for personal necessity reasons (PN leave is a part of your sick leave balance): With 0-9 years of District service, not more than eight (8 days), and after ten (10) years of service not more than ten (10) days. (CSEA 12.3.1.1; 12.3.1.2) Acceptable reasons for using Personal Necessity Leave are listed in CSEA 12.3.

Sick Leave/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 a reduction of your final salary. After an absence due to illness or injury exceeding three (3) consecutive workdays, the district may request medical verification of the employee's illness from their medical provider (CSEA 12.2.1.4.1). Sick leave does not accrue while in unpaid status

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 should not include a diagnosis of the employee's medical condition or medical facts related to the condition. The district may, at its discretion and cost, require a second opinion (CSEA 12.12.1.3).

Extended Sick Leave: With medical verification of the absence, employees may be eligible to use up to 100 days of Extended Sick Leave once they have exhausted all accumulated sick leave (CSEA 12.9). This is granted only for the employee's own illness or injury and must be medically verified. Extended Sick Leave shall be compensated at the rate of fifty percent (50%) of the employee's regular hourly rate.

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).

Perfect Attendance: Employees who have perfect work attendance in a given work year will earn one day off to be used in the following school year with prior approval of the employee's principal or supervisor. This leave will not accrue and must be taken in the year granted (CSEA 12.4.1).

Early Release/Float Holiday "Non-Student Day": Less than 12-month employees (excluding transportation) are granted one non-workday on a designated non-student day with Supervisor approval. A "non-workday" must equal the number of hours in a regular workday and be taken on a designated non-student day or broken down into smaller increments and taken on Early Release Days or "Super Minimum Days" with prior approval of the site Administrator/Supervisor. (CSEA 10.9.1.13)

LEAVES POLICIES: CLASSIFIED EMPLOYEES

Holidays: The District pays for certain State or Federal observed holidays (CSEA 10.9).

Annual Leave/Vacation: 12-Month employees accrue Annual Leave hours each month (CSEA 12.6). Use of annual leave must have prior approval. Employees who have exhausted annual leave will receive an adjustment in pay.

Classified employees who work less than twelve (12) months do not accrue Annual Leave/Vacation. Instead, it is paid out monthly. (CSEA 12.6.2.3). Because leave is not accrued, vacations should be scheduled on your calendared days off.

General Leave of Absence: Classified employees who have worked in the district for one (1) year may request (subject to approval) an Unpaid Leave of Absence of up to one (1) calendar year in duration (CSEA 12.11).

Bereavement Leave: In the event of the death of a member of an employee's immediate family member as defined in the CSEA agreement, an employee shall be granted a maximum of six (6) days of paid leave (CSEA 12.13.1). If additional days are needed, your remaining personal necessity days may be used.

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 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 employees' 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/FMLA, employees use accumulated sick leave. If Sick Leave exhausts 50% differential pay for Extended Sick Leave will apply (CSEA 12.9). 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. The minimum eligibility requirement for CFRA and 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 hourly 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 45196.1, CFRA)

Catastrophic Leave: Eligible classified employees with one year of service may participate in the Catastrophic Leave Bank. An initial contribution of 8 hours of Personal Necessity leave is required during the October 1-31 enrollment period. Refer to CSEA Contract Section 12.5 for complete eligibility and program details.

Jury Duty/Witness Leave: Employees who are called for jury duty and receiving remuneration for that service, or employees receiving witness fees, shall continue to receive their full pay from the district by submitting a receipt from the Court Clerk or presenting a copy of an official Court Subpoena. (CSEA 12.14.1)

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 (CSEA 12.5.1).

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