



Leaves



Sick Leave: (Collective Bargaining Contract Article 9.3.2)

- ☐ Sick leave (known as "personal illness") may be used for illness, accident, quarantine, injury, diagnosis, care, or treatment of an existing health condition of or preventative care for, an employee including if they are victims of domestic violence, sexual assault, or stalking
- ☐ Deducted in half-day (.5) increments from your sick leave bank
- ☐ 10 days per year (7 hours/per day (8 hours/day for Psychologists), or portion thereof if you are part time
- ☐ Transferrable from district to district
- ☐ Remaining sick days can be applied to the number of years of service for your STRS retirement calculation
- ☐ **CANNOT be used to vacation, extend holidays, or engage in concerted activities**

Personal Necessity Leave (PN): (CBC Article 9.3.3)

- May use up to 7 PN days (0-5 years of District service), 8 PN days (5-10 years of District service), 9 PN days (10+ years of District service) per year, which are deducted from your sick leave bank
- Generally you do not need prior approval to use PN. However, category #2 below, no more than two (2) days per school year may be used for this purpose. Categories #3 and #4 require prior approval from Human Resources. Access the Request for Leave of Absence Form in [Talent Ed](#) for prior approval.
- You can utilize PN leave for the following reasons:
 1. Personal business that cannot be conducted outside of the work day.
 2. Matters involving the employee's immediate family
 3. Emergency situations involving the employee or employee's property or the person or property of a member of the employee's immediate family
 4. Professional improvement or training in the field of education
 5. Certificated employees may elect to use up to ten (10) additional days of accumulated sick leave for life threatening illness, injury, or operation involving a member of his/her immediate family upon verification of a physician and approval of the Assistant Superintendent of Human Resources. *cxio7*f* you use more than 10 PN days in one year, you will be docked your full daily rate of pay
- The district may require appropriate written verification and/or documentation that this leave was taken for the purposes described above. Prior to any docking of pay, employees must be notified and given the opportunity to appeal that decision to HR
- **CANNOT be used to vacation, extend holidays, or engage in concerted activities**

Extended Illness Leave: (CBC Article 9.3.4)

- A partially paid sick leave shall be granted after all full pay leave has been used
- Must be used for your own illness or injury
- Employee is paid differential (daily rate of pay minus the cost of the sub) during this leave
- Can be used for 5 months or less (100 days)
- Doctor certification will be required

Extended Illness Leave for Immediate Family Care: (CBC Article 9.3.5)

- Extended leave up to 30 days may be granted by Associate Superintendent of HR or designee
- Must notify the Personnel Department at the earliest possible time in the event of critical or terminal illness of a member of the family
- Required to present evidence for need of leave by attending physician
- Employee is paid differential (daily rate of pay minus the cost of the sub) during this leave

- Formal approval by the Board of Education is necessary for a leave of absence exceeding thirty (30) days.

Catastrophic Leave (CL): (CBC Article 9.4.3)

- May be used by employees who are out of sick days and require additional time off
- Can be used for yourself or to care for a family member
- Must exhaust all paid leave options with a minimum of ten workdays must be covered by the participant's sick leave, differential leave, or leave without pay (only need to use once for same injury/illness in 12 month period)
- Must be a member of the Cat Leave Bank (you can enroll through HR during the CL open enrollment)
- Granted up for 30 days at a time with a maximum of 90 days
- Days granted under Cat Leave are at full pay

Pregnancy Disability Leave: (CBC Article 9.3.6)

- Paid pregnancy disability leave of absence shall be granted to an employee in relation to childbearing.
- Upon receiving a physician's note excusing a pregnant member from working for the health and well-being of mother and child, the temporary disability shall follow the sick leave contract language.
- Sick leave will be used up first, followed by the implementation of differential pay as stated in Article 9.3.2. The member with The Standard Disability Insurance should file for a claim upon receiving the physician's note. HR will provide the needed information to the member in order to make a claim.
- Verification of ability or disability as certified by the attending physician must be given to HR.

Maternity and Paternity Leave: (CBC Article 9.2.5)

- For up to one year following the birth, adoption, or foster placement of a child, either parent may take up to twelve (12) weeks of leave for the purpose of bonding with the child. Otherwise unpaid, either parent, is eligible for parental leave under CFRA, may apply sub differential to this bonding leave, pursuant to Education Code section 44977.5,
- The twelve (12)-week period shall be reduced by any period of personal necessity leave taken during the maternity or paternity leave.
- If both parents are employees of the district, the 12-week-period must be shared between them.
- If a school year terminates before the twelve (12)-week period is exhausted, the employee(s) may take the balance of the twelve (12)-week period in the subsequent school year.

Bereavement Leave: (CBC Article 9.3.7)

- Death of any member of their immediate family (Immediate family includes: biological, adopted, or foster child, stepchild, legal ward, or a child whom the employee or the employee's spouse or registered domestic partner; employee's spouse or registered domestic partner's immediate family; grandparent, grandchild, sibling, or any relative living in the immediate household of the employee)
- Three days paid leave or five days paid leave if travel is out of state or one-way travel of 200 miles or more is required
- Prior approval is not needed

Jury Duty Leave: (CBC Article 9.3.9) (Working on Bargaining MOU)

- Jury duty is a fully paid leave if you are summoned on your contracted work days
- Proof of attendance is collected and turned into the District

Additional Information

- FCUSD Request for Leave of Absence Form (Visit [Talent Ed](#))
- The district may require written verification and/or documentation by a unit member that the leave taken was for the purpose intended. (CBC Article 9.3)

- If the leave is not used for the purpose intended, then a dock of your full daily rate of pay for the duration of the absence may occur.
- There is no such thing as a “no tell day.”
- Find more information about the various types of leaves in the FCEA Contract under Article 9 on the [FCEA website](#) in “Members Documents” of the Collective Bargaining Contract.

Developed by Elk Grove Teacher Association