

## Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) or a designated person (i.e., a person identified by the employee at the time the employee requests sick leave) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address qualifying acts of violence, including but not limited to domestic violence, sexual assault, or stalking that are committed against themselves or a family member.

Paid sick leave is available to all School employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible employees shall be credited sick leave at the beginning of each work year as follows:

**Full-Time Certificated Employees (190 Workdays):** Full-time certificated employees will be credited with ten (10) days of sick leave at the beginning of the work year. Unused sick leave will roll over from year to year without a cap. However, employees may not use more than ten (10) days of sick leave in a single school year without prior approval from the Director and medical documentation verifying the employee's need for leave. Any accrued but unused sick leave may be reported to CalSTRS upon retirement.

**Part-Time Certificated Employees:** Part-time certificated employees will be credited with sick leave commensurate with the employee's percentage of contract days at the beginning of the work year. In no event will an employee receive less than forty (40) hours of sick leave per year. Unused sick leave will roll over from year to year without a cap. However, employees may not use more than forty (40) hours of sick leave in a single school year without prior approval from the Director and medical documentation verifying the employee's need for leave. Any accrued but unused sick leave may be reported to CalSTRS upon retirement.

**Full-Time Administrative Employees (215 Workdays):** Full-time administrative employees will be credited with twelve (12) days of sick leave at the beginning of the work year. Unused sick leave will roll over from year to year without a cap. However, employees may not use more than twelve (12) days of sick leave in a single school year without prior approval from the Director. Any accrued but unused sick leave may be reported to CalSTRS upon retirement.

**Full-Time Confidential Classified Employees (205 Workdays):** Full-time confidential classified employees will be credited with eleven (11) days of sick leave at the beginning of the work year. Unused sick leave will roll over from year to year without a cap. However, employees may not use more than the eleven (11) days of sick leave in a single

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school year without prior approval from the Director and medical documentation verifying the employee's need for leave.

**Full-Time Classified (182-195 Workdays):** Full-time classified employees will be credited with ten (10) days of sick leave at the beginning of the work year. Unused sick leave will roll over from year to year without a cap. However, employees may not use more than ten (10) days of sick leave in a single school year without prior approval from the Director and medical documentation verifying the employee's need for leave.

**Part-Time Classified Employees:** Part-time classified employees will be credited with sick leave commensurate with the employee's percentage of contract days at the beginning of the work year. In no event will an employee receive less than forty (40) hours of sick leave per year. Unused sick leave will roll over from year to year without a cap. However, employees may not use more than forty (40) hours of sick leave in a single school year without prior approval from the Director and medical documentation verifying the employee's need for leave.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour. The School does not pay employees in lieu of unused sick leave.

If an employee is absent longer than five (5) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

#### Personal Necessity Leave (PNL)

Employees may use up to 3 days of sick leave in cases of personal necessity upon prior approval. Personal necessity is defined as any of the following:

- Death or serious illness of a member of an employee's immediate family (this is in addition to Bereavement Leave);
- Accident involving an employee's person or property, or the person or property of a member of an employee's immediate family;
- Appearance in court as a litigant, or as a witness under official order;
- Adoption or foster placement of a child;
- The birth of a child making it necessary for an employee who is the parent of the child to be absent from their position during the work hours; and
- Business matters which cannot reasonably be conducted outside the workday.

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Employees must request PNL at least one (1) week in advance unless an emergency/unforeseen situation occurs. Approval shall be at the discretion of the School. PNL may not be used consecutively or to extend a vacation or holiday break. PNL may be used in one (1) hour increments. PNL is not vacation, does not carry over from year to year, and is not paid out upon separation from employment.