

Administrative Regulation

Management Employees, Leaves of Absence for

A. Illness or Injury Leave

Each full-time management employee is entitled to one day paid sick leave for each month of employment. Management employees who work less than full time are entitled to a proportionate amount of sick leave in accordance with the terms of the contract. Unused sick leave may be accumulated without limitation.

When a management employee is absent from duties due to illness or injury for a period of more than 10 days, the employee may be required to submit to the immediate supervisor a statement from a qualified medical doctor verifying the cause and condition of the employee's illness or injury. Before an employee returns to work following an absence in excess of 10 days for illness or disability injury, the district may require medical verification of his/her ability to perform the assigned responsibilities.

The Board of Education shall provide each management employee with a written statement of all accrued sick leave time and the sick leave entitlement for the school year. Such statement shall be provided not later than October of each year. The credited sick leave may be used at any time during the school year.

Management employees whose illness/injury benefits have been consumed, and who must still be absent from duty because of illness or injury, shall receive 50% of their pay for a total period of five school months per school year.

Management employees are entitled to a prepaid six months continuation of fringe benefits in medical, dental, and life insurance plans while in a district-approved medical or maternity leave status. The continuation of such fringe benefits shall begin on the last day worked and will terminate at the conclusion of the sixth calendar month thereafter. Such benefits shall be in effect during the interim period between the expiration of the described five school months and the expiration of the six-month period of extended district benefit coverage, unless there is a personnel action terminating the employee prior to the six-month limitation of coverage.

B. Personal Necessity Leave

Management employees shall be allowed not more than six days of accumulated sick leave annually for the purpose of personal necessity. Any of the six days may be used for reasons of compelling personal importance. In no case shall this leave be used for recreational purposes.

The management employee should notify the immediate supervisor at least 72 hours in advance of taking such leave, unless an emergency makes such notice impossible. Under all circumstances, an employee shall verify, by signature, that the personal necessity leave taken was in compliance with this regulation.

C. Family Illness Leave

Three days of leave per year without loss of salary or sick leave shall be allowed to any management employee for the serious illness of a member of the employee's immediate family. A serious illness shall be defined as an illness which an employee cannot reasonably be expected to disregard and which requires the attention of the employee during the hours of assigned service.

D. Maternity Leave

Each management employee is entitled to a leave of absence without pay or other benefits for a period of up to one year because of pregnancy, miscarriage, childbirth, and recovery therefrom. The date upon which the leave shall commence and the date upon which the duties shall be resumed shall be determined by the employee and the employee's physician. When possible, the leave request shall be submitted to the district not less than 20 days prior to the commencement of the leave.

E. Pregnancy/Disability Leave

All management employees are entitled to use accumulated sick leave, as set forth in the provisions of illness/injury leave, for disabilities caused by or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom. Such leave shall not be used for child care but shall be limited to those disabilities set forth above. The length of such disability leave, including the date upon which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician.

In cases of miscarriage, an individual management employee on pregnancy/disability leave may be considered for immediate placement, provided a position for which the individual is qualified exists and a statement from the attending physician indicates that the employee is able to assume full responsibility of the position without detriment to the employee's health.

F. Military Leave

Management employees who are members of any reserve corps of the Armed Services of the United States, or the National Guard, or who are inducted or who are otherwise ordered to active duty, shall be granted such leave as required by the Education and Military and Veterans' Codes. A copy of the military orders shall be provided to the district along with the request for military leave.

G. Bereavement Leave

Absence without loss of salary or sick leave shall be allowed for any regular management employee for a period not to exceed three days upon the death of a member of the immediate family, or five days leave of absence when out-of-state travel is required.

The term "immediate family," for the purpose of this regulation, shall be defined as mother, father, grandfather, grandmother, or grandchild of the management employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living permanently in the immediate household of the employee.

H. Jury Duty Leave

Leaves of absence for jury duty shall be provided at the salary which is equal to the difference of the management employee's regular earnings and any amount received as juror's fees during the period served on the jury.

I. Health and Hardship Leave

The Board of Education may grant a leave of absence for one school year to a management employee unable to perform the duties due to ill health or physical disability, upon receipt of a request from the employee and proper verification of such illness or disability by a licensed physician.

J. Long-Term Leave

The Board of Education may, upon written application by a management employee, grant a leave of absence without pay for a period not to exceed one year at a time. No more than two consecutive leaves of absence for this purpose shall be granted to any employee.

K. Industrial Accident/Illness Leave

Management employees will be entitled to an industrial accident leave for an injury which qualifies for compensation benefits in accordance with requirements of the California Workers' Compensation Law. In any one fiscal year, leave for the same industrial accident/illness shall not exceed 60 days during the period when the schools of the district are required to be in session, or when the employee would otherwise be performing work for the district.

The district has the right to have the employee examined by a physician designated by the district, to assist in determining the length of time during which the employee will be temporarily unable to perform assigned duties and/or the degree to which the disability is attributed to the injury involved.

For any days of absence from duty as a result of the industrial accident or injury, the employee shall endorse to the district any wage loss benefit check from the carrier which makes the total compensation from both sources exceed 100 percent of the amount the employee would have received as salary or Workers' Compensation benefits. If the employee fails to endorse to the district any wage loss disability check received because of the industrial accident or illness as provided above, the district shall deduct from the employee's salary warrant the amount of such disability indemnity actually paid to and retained by the employee.

L. Sabbatical Leave

After completing seven consecutive full school years of service with the district, a management employee will be eligible to apply for a leave for one semester or one year for the purpose of academic study or travel. Applicants for sabbatical leave must submit their requests to the Office of Personnel Services no later than September 30 for a leave starting the following semester or school year. If a split sabbatical leave is desired, it must be requested at the time of the application for the first semester of such leave. Employees shall be notified of approval or denial of sabbatical leave requests within 30 days and shall receive the reason for denial, in writing, if requested.

The superintendent may recommend approval of sabbatical leave requests to the Board of Education, and the Board of Education may grant such leaves.

An employee on sabbatical leave for one semester shall receive full salary and full health and welfare benefits. An employee who is on a full year's sabbatical leave shall receive 50 percent of the salary and full health and welfare benefits. Paid sick leave is not earned while on sabbatical leave. The district is freed from any liability for the payment of any compensation or damages for the death or injury to the employee while he/she is on sabbatical leave.

The terms and conditions of the leave shall be agreed upon, in writing, and shall include, but not be limited to:

1. An indemnification bond equal to twice the salary received during the sabbatical leave.
2. A requirement of service to the district of two full years for each full year of leave and one full year for each one-half year of leave.
3. Appropriate reporting procedures on the values of sabbatical leave as designated by the superintendent.

M. Family Care Leave

All eligible management and confidential employees are entitled to a family care leave for a total of up to 12 work weeks (60 work days) in any school year as set forth in state (California Family Rights Act) and federal (Family and Medical Leave Act) statutes for the following reasons: 1) for the care of the employee's son/daughter (birth/adoption/foster care); 2) for the care of the employee's spouse, son/daughter, or parent who has a serious health condition; 3) for a serious health condition that makes the employee unable to perform the job duties. A serious health condition is an illness, injury, impairment, physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continued treatment by a health care provider certified by a physician. The leave request shall be submitted to the district not less than 30 calendar days prior to the commencement of the leave, when possible.

The district shall maintain the employee's current medical, dental, vision, and life insurance benefits during the period of the leave. STRS service credit may be purchased by certificated employees for the period of the family care leave in accordance with STRS regulations. If the employee fails to return to work, the district may recover its share of the insurance premiums paid during the period of unpaid leave unless the failure to return is caused by a serious health condition of the employee or other circumstances beyond the employee's control.

When an employee is on a family care leave due to the serious health condition of the employee's spouse, son, daughter, or parent he/she shall be paid full salary for the period of time equal to the balance of his/her family illness leave, accumulated sick leave, and vacation. When an employee is on family care leave due to the birth/adoption/foster care of the employee's son/daughter, he/she shall be paid full salary for that period of time equal to the balance of his/her family illness, personal necessity, and vacation leaves.

When spouses are both employed by the district, the family care leave is limited to an aggregate of 12 work weeks if such leave is taken for the birth/adoption/foster care of a son/daughter. At the conclusion of a pregnancy/disability leave, an employee may elect to take family care leave.

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