

LOS RIOS COMMUNITY COLLEGE DISTRICT

**CONFIDENTIAL
PAID LEAVES OF ABSENCE**

Summary of Paid Leaves

Leave Type	Regular Classified	Class. Long Term Temp
Sick Leave	X	X
5 Month Law	X	
Vacation	X	
Personal Business	X	
Personal Necessity	X	
Worker's Comp.	X	X
Bereavement	X	X
Critical Illness	X	
Jury Duty	X	
Judicial App.	X	
Military Leave	X	
Quarantine	X	

Description of Paid Leaves

For a detailed explanation of available leaves and District policies/procedures relating to these leaves, refer to [District Policies and Regulations](#).

Vacation

Employees working 40 hours per week accrue 1.75 vacation days per month, or 21 vacation days per year. Employees working less than 40 hours per week will accrue vacation on pro-rata basis.

Unit members may accrue up to 60 vacation days as of September 1 of each year.

Sick Leave

Regular employees working 40 hours per week accrue 8.0 hours per month. Employees working less than 40 hours per week accrue sick leave on a pro-rata basis. For example, an employee working 20 hours per week would accrue 4.0 hours of sick leave each month.

Five-Month Law (Other Sick Leave)

Employees meeting District eligibility requirements will have available 100 days per fiscal year of “other sick leave.” Each day of other sick leave is compensated at the rate of 50% of the employee’s regular salary. Other sick leave will be available after regular and advanced sick leave is exhausted. Other sick leave is not cumulative from year to year and an employee is only entitled to one (1) five month law benefit for each injury or illness, and a total of 100 days in a given fiscal year.

Since employees are entitled to only one five-month law benefit for each illness or injury, it is important that the District receive a complete medical verification for each illness or injury. To be valid, the verification must include the following:

1. The diagnosis supporting the absence.
2. The dates of the absence.
3. A statement from the physician that, in the physician’s opinion, the diagnosed condition prohibits you from working on the stated dates.
4. The date on which you can return to work.
5. Any restrictions associated with the return to work (i.e. no heavy lifting, etc.), or a statement that there are no restrictions.
6. Signed legibly by a physician (typically defined as a person licensed to prescribe controlled medications). The physician must also provide their title (i.e. M.D.).

Personal Business

Employees may use up to two days per year to resolve personal matters which require attention during work hours and which are the rightful concern of the employee. Personal Business leave is to be used for activities that could not reasonably be expected to accomplish during non-duty time. Unused personal business leave does not carry over from one year to the next.

Personal Necessity

Up to seven (7) days of accrued sick leave may be used during a fiscal year for specific personal necessity reasons. Unused personal necessity leave does not carry over from one year to the next.

Short-Term Military Leave

Employees with a combined total of one (1) full year of Los Rios/military service may be granted a short-term military leave for a period of military service, but not to exceed a total of 180 calendar days in a fiscal year. Employees on approved military leave will be entitled to be paid their regular salary for the first thirty (30) calendar days of absence.

Jury Duty

Employees called for jury duty will be granted the necessary time off with pay. The employee serving on a jury will receive full pay provided they remit to the district all compensation received for such jury duty exclusive of mileage, meals and/or parking expenses. Employees should submit checks, payable to LRCCD, to the Employee Benefits Department.

Bereavement

Employees will be granted necessary leave with pay, not to exceed three (3) days, or five (5) days if travel is required out of state. One (1) additional day may be taken for in-state travel in excess of 350 miles one way from Sacramento. Refer to [District Policies and Regulations](#) for a list of eligible relationships.

Required Court Appearance

One (1) day of absence per year with pay will be allowed for an employee to appear as a witness in court, as a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

Critical Illness

Up to three (3) days per year with pay will be granted in the case of critical illness or accident to a member of the employee's immediate family. Critical illness is defined as a condition or illness involving the danger of death.

Quarantine

An employee who is officially quarantined by a county health officer will receive full salary during the period of the quarantine. If the employee is personally sick, the days of quarantined absence will be counted against the employee's accrued sick leave.

Holidays Observed

The following holidays will be observed:

Independence Day
Labor Day
Admission Day (*holiday taken in December*)
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
King's Day
Lincoln's Day
Washington's Day
Memorial Day

Board-Granted Days Off

All regular employees shall be entitled to Board-granted days off with pay provided the days fall within their normal work year and they are in paid status during any portion of a working day immediately before or after the holiday. An employee whose effective date of employment falls immediately after a board-granted day off shall not be compensated for that Board-granted day off. An employee whose effective date of separation falls immediately before a Board-granted day off shall not be compensated for that Board-granted day off.

The Board-granted days off to be observed will be Friday after Thanksgiving; Friday before Easter (spring recess), and a minimum of seven (7) days between the end of the fall semester and January 2nd of the next calendar year. The minimum seven (7) day winter break includes the two legal holidays that fall within this period and the in-lieu-of day for the Admissions Day holiday.

Nine-month employees whose work schedule may end prior to a working day immediately before or after the winter break will be entitled to the winter break legal holidays, the in-lieu-of day for the Admissions Day holiday and Board-granted days off.