## Summary of Paid Leaves

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Cert. Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>X</td>
</tr>
<tr>
<td>5 Month Law</td>
<td>X</td>
</tr>
<tr>
<td>Vacation</td>
<td>X</td>
</tr>
<tr>
<td>Personal Business</td>
<td>X</td>
</tr>
<tr>
<td>Personal Necessity</td>
<td>X</td>
</tr>
<tr>
<td>Worker’s Comp.</td>
<td>X</td>
</tr>
<tr>
<td>Bereavement</td>
<td>X</td>
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<tr>
<td>Critical Illness</td>
<td>X</td>
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<tr>
<td>Jury Duty</td>
<td>X</td>
</tr>
<tr>
<td>Judicial App.</td>
<td>X</td>
</tr>
<tr>
<td>Military Leave</td>
<td>X</td>
</tr>
<tr>
<td>Quarantine</td>
<td>X</td>
</tr>
</tbody>
</table>

## Description of Paid Leaves

For a detailed explanation of available leaves and District policies/procedures relating to these leaves, refer to the 9000 series of [District Policies & Regulations](#).
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.

An employee absent due to their own illness or injury should report sick leave, **even if they believe all their sick leave has been utilized.** It is possible the employee is eligible for an advance of sick leave or 5 Month Law benefits. If the absences are not reported as sick leave, the Employee Benefits Department will not be aware the employee may be entitled to additional benefits. If no other benefits are available, the shortage will default to vacation or loss of pay as appropriate.

Employees must provide a physician’s note for any absence of 10 days or more. With the new regulations for FMLA, and the timeline the Department of Labor provides employers to notify the employee of their rights under FMLA, it is imperative that these notes are obtained from the employees. Please forward the notes to the Employee Benefits Department as soon as possible even before the employee’s absence report is being submitted.

Maternity Leave

When taking Maternity Leave you must complete Form P-111 (Request for Pregnancy/Childbirth Leave of Absence) and submit it to the Vice President of Administration at your college. This form may be obtained from the college or it may be obtained from Human Resources (ext. 3107).

You will also need to obtain medical verification (a note or form) from your physician. The medical verification must include the dates or duration (i.e. 6 weeks postpartum/8 weeks postpartum or a return to work date) that the physician authorizes you to be absent from work. The medical verification must also include a diagnosis (i.e. maternity, pregnancy). Copies of the medical verification should be provided to the College, Human Resources and Employee Benefits.

First you must utilize accrued sick leave (including the advance through June 30th) for maternity reasons, but only for the period authorized by their physician. If your sick leave is exhausted, you would be eligible for Five Month Law, provided you have submitted valid medical verification. Under Five Month Law, you receive 50% of your regular salary and 50% vacation or you could receive 50% of your regular salary and 50% loss of pay. For more information on 5 Month Law see the 5 Month Law section of this document.

Under the Collective Bargaining agreement you receive one day of paid leave for the birth of the child. **Please notify the employee benefits department with the date of birth of a new born as soon as possible. This will allow the employee benefits department to process your leave information in a timely manner.**

Employee Benefits will coordinate Five Month Law benefits with your vacation to provide a 100% salary. If you do not have enough vacation, the other half will be a loss of pay. If you do not wish to have your vacation utilized, you must obtain a waiver from the Vice President of Administration at your college.
You may also qualify for the Family and Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) for a maximum of 28 weeks. These are all unpaid leaves, but they do have medical, dental and job protection. For more information on these leaves see the FMLA, CFRA and PDL section of this document.

You may also opt for an unpaid leave which could be short-term (less than 5 months) or long-term (five months or more). Depending on which option you choose there could be an impact on your benefits.

For a short-term leave, if you do not continue your health insurance, you may not re-enroll in medical, dental or vision insurance until an open enrollment period. Open enrollment takes place in the month of April of each year for the medical plans. The coverage will be effective July 1st.

For a long-term leave you may re-enroll into the dental, medical and vision plans that you were previously enrolled in within 31 days of returning to work. Enrollment forms must be received in the Employee Benefits Department within 31 days of returning to work otherwise you must wait until the open enrollment period.

If you do not return to work on the date designated on Form P-111, it is imperative that you inform the Human Resources Department or the Employee Benefits Department as well as your supervisor.

The new dependent must be enrolled in the District’s medical or dental plan within 31 calendar days from the date of birth or adoption. If the dependent is not enrolled within the 31 calendar days, then the next opportunity to enroll would be at open enrollment in April with coverage starting July 1.

**Paternity Leave**

Under the Collective Bargaining agreement you receive one day of paid leave for the birth of the child. You may also use up to 10 days of your accrued sick leave to care for the newborn or the mother of the newborn.

If you wish to take additional time off you may utilize accrued vacation.

You may also qualify for the Family and Medical Leave Act (FMLA and the California Family Rights Act (CFRA). These are all unpaid leaves, but they do have medical, dental and job protection. For more information on these leaves see the FMLA, CFRA and PDL section of this document.

You may also opt for an unpaid leave which could be short-term (less than 5 months) or long-term (five months or more). Depending on which option you choose there could be an impact on your benefits.

For a short-term leave, if you do not continue your health insurance, you may not re-enroll in medical, dental or vision insurance until an open enrollment period. Open enrollment takes place in the month of April of each year for the medical plans. The coverage will be effective July 1st.

For a long-term leave you may re-enroll into the dental, medical and vision plans that you were
previously enrolled in within 31 days of returning to work. Enrollment forms must be received in the Employee Benefits Department within 31 days of returning to work otherwise you must wait until the open enrollment period.

Please work with your supervisor in coordinating your absences.

**Five-Month Law (Other Sick Leave)**

When a classified member **exhausts all sick leaves**, including advance, the employee may be eligible for Five Month Law at 50% pay. An employee is credited with 100 days of Other Sick Leave each fiscal year. The 100 days includes the employees accrued and advanced sick leave. Each day of Other Sick Leave shall be compensated at the rate of 50% of the employee’s regular salary.

For example, if an employee member has 12 sick days of accrued leave as of July 1, the amount of leave the employee could use for the remainder of the fiscal year would be the 12 days accrued plus 12 days advanced if the employee has more than six months of service. The employee would then have a total of 24 days of sick leave that will be included in the 100 days of Five Month Law/Other Sick Leave leaving 76 days of Five Month Law leave at 50% pay. If the employee has less than six months of service the employee would be advanced six (6) days of sick leave.

If the employee has accrued vacation leave available after his/her sick leave is exhausted, the employee will be compensated at 50% pay under Five Month Law and 50% pay under vacation leave. If there is no accrued vacation, he or she will receive 50% pay under 5 Month Law and may be eligible for other entitlements (e.g. Catastrophic Leave and Long Term Disability).

1.) Employee will receive a **letter of notification/instruction** from the Los Rios Employee Benefits Department if he/she is eligible for Five Month Law.

2.) The letter will contain **the employee’s available remaining leave balance and specific requirements that must be met in order for Five Month Law to take effect.**

3.) The following verification criteria must be received by the Employee Benefits Department for Five Month Law to be applied:

   - **The diagnosis supporting the absence.**
   - **The begin and end dates of the absence.**
   - **A physician's statement indicating the illness or injury that prohibits you from working.**
   - **The date you can return to work.**
   - **If there are any restrictions when you return to work. (e.g. no lifting over 25lbs)**
   - **Signed legibly by a medical physician**

If acceptable medical verification is not received the employee is then given a loss of pay for the absences.
**Scenario 1:**
Hilda has **no sick leave remaining effective June 30, 2011 due to an illness**. She wants to know how many additional days of paid leave are available in the new fiscal year.

<table>
<thead>
<tr>
<th>Sick Leave</th>
<th>Five Month Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 hours (0 days)</td>
<td>Up to 100 days maximum</td>
</tr>
<tr>
<td>12 days advanced from the upcoming fiscal year</td>
<td><strong>Computed Calculation:</strong></td>
</tr>
<tr>
<td></td>
<td>100 days (Five Month Law) – 12 days (sick leave) = 88 days available after sick leave is exhausted</td>
</tr>
</tbody>
</table>

**Total Sick Leave Available:** 12 days

**Total Approved Five Month Law Paid Leave:** 88 days

---

**Scenario 2:**
Hilda has a **balance of 24 hours of sick leave**. Based on her doctor’s recommendations she will be off work for 6 months due to her illness, starting on July 1. She wants to know how much Five Month Law leave she will receive.

<table>
<thead>
<tr>
<th>Sick Leave</th>
<th>Five Month Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued 24 hours/8 hours = 3 days</td>
<td>Up to 100 days maximum</td>
</tr>
<tr>
<td>3 days + 12 days advanced in the current fiscal year = 15 days</td>
<td><strong>Computed Calculation:</strong></td>
</tr>
<tr>
<td></td>
<td>100 days (Five Month Law) – 15 days (sick leave) = 85 days available after sick leave is exhausted</td>
</tr>
</tbody>
</table>

**Total Sick Leave Available:** 15 days

**Total Five Month Law Available:** 85 days

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**Scenario 3:**
Hilda has **1,200 hours of sick leave that will be exhausted on December 1, 2011**. She needs surgery due to injury and will be out of work for six (6) months. She would like to know how many additional days of paid leave are available.

<table>
<thead>
<tr>
<th>Sick Leave</th>
<th>Five Month Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,200 hours/8 hour work day = 150 days</td>
<td>Up to 100 days maximum</td>
</tr>
</tbody>
</table>

Employee is **ineligible** to receive Five Month Law; sick leave exceeds 100 days maximum
Family Medical Leave Act (FMLA),
California Family Rights Act (CFRA),
Pregnancy Disability Leave (PDL)

FMLA is a federal law and CFRA is a state law that provides eligible employees an **unpaid leave** of up to 60 days (12 weeks) in a 12-month period for certain family and medical reasons. Employees are generally eligible if they have worked at Los Rios for at least one year.

FMLA and CFRA are unpaid; therefore employees must use the leave in conjunction with the appropriate paid leaves (sick leave, personal necessity, five month law and vacation) in order to receive all or part of their regular salary. Absence reports submitted to Employee Benefits indicating FMLA without any paid leaves associated will be given a loss of pay.

Since employees are only entitled to 60 days leave in a 12-month period, Employee Benefits tracks the amount of FMLA time taken. It is important to check the FMLA box on the absence report, especially in the instances where an employee is taking intermittent leave, so that Employee Benefits can accurately track FMLA usage.

FMLA will be automatically triggered based off an absence report with absences of 10 days or more or by a doctor’s note indicating continuous absences and/or treatment. In the case where absences are intermittent or for an immediate family member the employee will need to request FMLA by completing the *Family Medical Leave Request Form* and the *Family Medical Leave Certification of Physician or Practitioner*.

PDL is unpaid and valid while the employee is disabled by pregnancy, childbirth or a related medical condition. PDL does not need to be taken in one continuous period of time but can be taken on an as needed basis.

See the next page for a grid on how the leaves interact.
FMLA/PDL/CFRA LEAVE INTERACTIONS

Below are a few possible scenarios to demonstrate how the combination of FMLA, PDL, and CFRA leaves would be coordinated. If you have any questions please contact Employee Benefits at 568-3070.

**Scenario 1:**
Suzy works until her delivery date and has a normal delivery, without complications. Suzy's physician has released her from work for the standard 6 weeks. Suzy will return at the end of 6 weeks.

The following leaves are applicable: 6 weeks of the 16 week maximum PDL entitlement (her physician only authorized disability for 6 weeks) and 6 weeks of her maximum 12 week FMLA entitlement. She did not request any additional “bonding” time with the baby under CFRA.

<table>
<thead>
<tr>
<th>Weeks:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDL</td>
<td></td>
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<tr>
<td>FMLA</td>
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</tbody>
</table>

**Scenario 2:**
Suzy works until her delivery date and has a normal delivery, without complications. Suzy's physician has released her from work for the standard 6 weeks. She has requested an additional leave of absence for 12 weeks for a total of 18 weeks.

The following leaves are applicable: 6 weeks of the 16 week maximum PDL entitlement (her physician only authorized disability for 6 weeks). She will use 12 weeks of her maximum 12 week FMLA entitlement and 12 weeks of her maximum 12 week CFRA entitlement.

<table>
<thead>
<tr>
<th>Weeks:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<th>9</th>
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<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDL</td>
<td></td>
<td></td>
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<tr>
<td>CFRA</td>
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<tr>
<td>FMLA</td>
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</tbody>
</table>

**Scenario 3:**
Suzy is having a difficult pregnancy so her physician takes her off work 8 weeks prior to delivery. She has a cesarean delivery so her physician has released her from work for another 8 weeks. She has requested an additional leave of absence for 12 weeks for a total of 28 weeks.

The following leaves are applicable: 16 weeks of the 16 week maximum PDL. She will use 12 weeks of her maximum 12 week FMLA entitlement and 12 weeks of her maximum 12 week CFRA entitlement.

| Weeks:  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25-28 |
|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|       |
| PDL     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |
| CFRA    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |
| FMLA    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |
Catastrophic Leave

The Catastrophic Illness or Injury Leave Program provides eligible employees, with 6 months or more of service, up to 90 calendar days of paid leave if the employee donated leave to the Catastrophic Illness or Injury Leave Bank. It can be used by an eligible employee when that employee or a member of his or her immediate family suffers from a catastrophic illness or injury. In order to donate leave, you must be a permanent or probationary employee who has completed six (6) months or more of service. Leave must be donated in (3) hours increments, not to exceed 40 hours per solicitation. A minimum of 3 hours must be donated in three year cycle to be eligible to use Catastrophic Leave. The program will be administered in three (3) years cycle, with the first cycle commencing on July 1, 2008 and ending on June 30, 2011. Unless otherwise agreed, the Catastrophic Illness or Injury Leave Program shall automatically renew for an additional three (3) year cycle upon the conclusion of a cycle. The length of Catastrophic Illness and Injury Leave commences from the first day that the employee is in less than full paid status.

Catastrophic illness or injury means an illness or injury that is expected to incapacitate an employee from work for an extended period of time or that incapacitates a member of the employee’s immediate family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her eligible sick leave, vacation and other paid time off and is in less than full pay status. Five Month Law (Other Sick Leave) and Catastrophic Illness or Injury Leave may run together to achieve full pay.

Donations may only be made during an official solicitation by the District which occurs on an annual basis in April. If there is a need, a special solicitation period may occur. District employees will be notified of solicitation periods in advance by Employee Benefits.

Catastrophic Leave Process:
1.) LRCCD Employee Benefits Department will send notification to the employee of eligibility with request forms to be completed and returned within a reasonable time frame to sustain continuation of paid leave benefits.

2.) Once the application is returned to the Employee Benefits Department, it is submitted to Brenda Balsamo, Director, Human Resources. Ms. Balsamo will convene a meeting with the Catastrophic Leave committee. The committee will consider the reason for the leave, availability of leave in the bank, verify the eligibility criteria has been met, and then determines a decision. The name of the employee is not disclosed to the committee. Ms. Balsamo will notify both the employee and the Employee Benefits Department of the duration of the Catastrophic Leave.
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.

Personal Business

Employees may use up to two days per year to resolve business-type 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.

Per the collective bargaining agreements, personal business can not be taken in period of less than 1 hour. For example, and employee who took a half hour of personal business, must report a full hour on the absence report. If the employee took one and a half hours, then it is acceptable to report one and a half hours. Absence reports with personal business submitted for less than one hour will be changed to a full hour.

The reason for personal business does not have to be noted on the absence report however the employee does have to give their supervisor enough information about the absence for the supervisor to determine if the leave fits the bargaining unit’s guidelines for personal business, prior to approving the absence as personal business.

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.

The general nature of the absence must be indicated on the absence report. General nature means to the extent outlined in the collective bargaining agreement. If the absence report is missing the nature of the absence, Employee Benefits the absence(s) will be changed to vacation or loss of pay depending on the employees leave balances.

See the next page for examples of PRB vs. PRN
Los Rios Community College District

Personal Business and Personal Necessity Leaves
Faculty and Classified Employees

The following is intended as a guide for some of the appropriate uses of Personal Business (PRB) and Personal Necessity (PRN) leave. When reading the following, please keep in mind the number of hours in a "day" for faculty employees corresponds with the hours required in a workday (e.g. - for regular faculty a day equates to four hours, seven hours for a counselor, etc.). For full-time classified employees, a day consists of eight hours.

**Personal Necessity Leave**

Depending on the collective bargaining contract, six (faculty) or seven (classified) days of accrued sick leave may be used during any academic/fiscal year for personal necessity reasons. Personal necessity leave shall be limited to circumstances that are serious in nature that the employee cannot reasonably be expected to disregard, that necessitate immediate attention, **and** that **cannot** be taken care of outside work hours or on weekends.

Examples of appropriate use of PRN include (those categories underlined could also qualify as PRB):

- Religious observances of the employee's faith.
- Death or illness of a member of his/her immediate family. The illness need not be ‘serious’ to use PRN.
- **Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.**
- Imminent danger to home of employee when the danger requires the attention of the employee during his/her assigned hours of duty. Such danger may be occasioned by flood, fire, earthquake or be of other serious nature, and under such circumstances as cannot reasonably be disregarded by the employee. An example would be an employee is having a repair person come to the house due to a broken gas line on a stove.
- To supplement critical illness leave.
- **To supplement court appearance leave when employee is required to appear as litigant or as a witness when the appearance is not brought about by the misconduct of the employee.**
- To supplement bereavement leave, or to attend the funeral of a very close friend/relative that does not meet the “immediate family” definition. The relationship should be such that the employee could not reasonably expect to miss the funeral (e.g. - a coworker, a very close niece).
- Medical and dental appointments of the employee's dependents that cannot be reasonably scheduled at times other than working hours.
- Inability to get to one's assigned place of duty because of last minute transportation failure (mechanical) or prohibitive weather.
- **Emergency/unplanned** day care need - the daycare center or provider is
unexpectedly unable to care for the employee’s dependent. Vacation or a loss of pay would be appropriate if the employee knows in advance that the day care services will not be available (e.g. – Veteran’s Day is observed on a Monday at Los Rios and on Tuesday at the day care center; the day care provider is on vacation), as the employee had time to plan for such an event.

**REMINDER:**
- As indicated in the instructions on the back of the absence report, indicate the *general nature* of the Personal Necessity use. General nature means to the extent outlined in the collective bargaining agreement. Absence reports without such information will be returned for this information.

- It is the supervisor’s responsibility to monitor the number of Personal Necessity days used. PeopleSoft does not have the capability to track these days as PRN comes out of an employee’s sick leave balance.

**Personal Business Leave**
Each full-time contract/regular employee may be granted a maximum of two days per fiscal year to resolve business-type matters which require attention during work hours and which are the responsibility and rightful concern of the individual. Personal business leave is to be used for activities that the employee *could not* reasonably be expected to accomplish during non-duty times.

Examples of appropriate leave include
- Financial or legal appointments.
- Examples underlined above under PRN.
- Parent/teacher conferences for child or other required school activities. If the leave use is due to parent participation requirement, a note from the school or a portion of the parent handbook indicating the volunteer work is required during working hours must accompany the absence report. This would be reported as PRN, not PRB.
- Attendance at a doctoral program orientation, dissertation defense or graduation ceremony.

**Inappropriate Uses of Personal Necessity/Business Leave**
- To supplement sick leave in an effort to minimize the use of accumulated sick leave while keeping employee in paid status.
- Personal or professional travel or recreational activities.
- Political-type activities.
- Grooming appointments for the employee, employee’s family member, or for an animal.
- Attending a child’s recreational or sports activities (e.g. – baseball game).
If revising an absence report between PRB and PRN, please indicate the nature of the absence. Although a reason is typically not required for PRB, PRB and PRN are interchangeable in limited situations, and stating the general nature of the absence will help the Employee Benefits department document the appropriateness of the revised report.

<table>
<thead>
<tr>
<th>LEAVE REASON</th>
<th>PRN</th>
<th>PRB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious observances of the employee's faith</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Death or serious illness of immediate family</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Accident, involving your property, or the person or property of a member of your immediate family.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>To supplement critical illness leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Supplement judicial appearance leave</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supplement bereavement leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical &amp; dental appts. of your dependents that cannot be reasonably scheduled at times other than working hours</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Financial or legal appointments.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Inability to get to one's assigned place of duty because of transportation failure (mechanical) or prohibitive weather</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Imminent danger to home of employee when the danger requires the attention of the employee during his/her assigned hours of duty. Such danger may be occasioned by flood, fire, earthquake or be of other serious nature, and under such circumstances as cannot reasonably be disregarded by the employee. An example would be an employee is having a repair person come to the house due to a broken gas line on a stove</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Parent/teacher conferences for child</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Emergency</strong> childcare issues</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Emergency</strong> vet appts</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Child's graduation</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
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.

For absences related to military leave, signed military orders supporting the days the employee served must be attached to the absence report. If the documentation is missing Employee Benefits will change the absence(s) to vacation or loss of pay depending on the employees leave balances.

Jury Duty

For absences related to jury duty, documentation supporting the days the employee served must be attached to the absence report. If the documentation is missing Employee Benefits will be change the absence(s) to vacation or loss of pay depending on the employees leave balances.

In most cases the court will ask the employee if they are paid by their employer and if so the court will only pay mileage. If the employee is paid a daily rate as a juror, they must then pay the money to the District. They would deposit the check from the court into their own account, and then write a check payable to Los Rios for the daily rate. The employee is entitled to keep the funds paid for mileage.

If the employee is released from jury services prior to their work day ending, they are expected to return to work for the remainder of their shift.

Judicial 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. A copy of the subpoena must be attached to the absence report.

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. Eligible employees reporting bereavement leave must indicate on the absence report the relationship to the deceased and the name of the deceased.
Critical Illness

For employees utilizing critical illness leave, a copy of a physician’s statement verifying the need for the employee to be present must be attached to the absence report. An exception to the documentation requirement may be made if the illness is followed by the death of the family member.

This leave applies only to immediate family members as defined in the appropriate collective bargaining agreement. The relationship to the employee must be noted on the absence report.

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.