

# Quick Guide to Employee Leave Reporting



**Illness**



**Vacation**



**Family**

## General Information:

*The information contained in this pamphlet has been condensed. Not all leave benefits are represented here. See individual bargaining unit agreements for more detailed information specific to each unit and additional leaves available if any.*

- Salaried employees are credited with their annual leave hours on July 1.
- Employee leave balances are located in the bottom left corner of your paycheck and are updated monthly with the previous months ending balance. For current information contact the payroll department at Ext. 259.

## Sick Leave:

- Employee's own illness.
- Written medical verification from a physician may be required for any absence.
- Contact the Payroll Department concerning medical leaves of 3 (3) days or more.

## Personal Necessity:

- Illness of a \*immediate family member.
- Personal emergency involving family or property
- PN hours will be deducted from accrued sick leave.
- Note reason on Monthly Attendance Report.

## No-Tell/Personal Compelling:

- Supervisor pre-approval required.
- No reason necessary.
- PC hours will be deducted from accrued sick leave.

## Bereavement:

- Leave of absence with pay and without deduction from accrued leave for up to three (3) days will be granted on account of the death of any member of his/her \*immediate family.
- Two (2) additional days will be granted to attend the funeral if travel of 250 miles one way is required.

*\*Immediate Family: Mother, father, grandmother, grandfather, or a grandchild of the employee or spouse, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee or any relative living in the immediate household of the unit member.*

## Vacation:

- Pre-approval by the supervisor is required.
- Vacation accrual is limited to the previous year entitlement.

## Sick Differential:

- Once a classified or certificated employee has exhausted all accumulated leave they will be placed on Sick Differential. Sick Differential allows the employee to be absent from his/her duties for a period of five months (100 days) and still maintain health benefits and employment status.
- Classified employees will be paid the difference between their salary and that of a substitute. If no substitute is in place, the classified employee receives full pay. ***Sick Differential runs concurrent with all other leaves. All Sick Differential pay is NON CREDITABLE for PERS service credit.***
- Certificated employees will be paid the difference between their salary and that of a substitute. If no substitute is in place, the certificated employee will be docked the daily sub rate, currently \$120 a day.
- Once the employee has exhausted 100 days they will be terminated from employment and placed on the 39 month rehire list. If, within the 39 months, the employee is released from the physician's care they are eligible to be re-hired in a position comparable to the position they left. Employee must notify the Human Resources Department of physician's release.

## Family Medical Leave Act (FMLA):

- To be eligible, an employee must have worked at least 12 months and at least 1250 hours during the 12 months immediately before the date FMLA begins.

- FMLA provides up to 12 weeks of job-protected, unpaid (once appropriate leave has been exhausted) leave during any 12-month period for the following reasons:
  - Birth and care of the employee's child or for adoption and foster care placement of a child.
  - Care of an immediate family member (spouse, child, parent) who has a serious health condition.
  - Care of the employee's own serious health condition.
  - For qualifying emergencies arising from the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.
- Group health insurance will be maintained during the duration of the 12 weeks for employees who currently have health benefits.
- BUSD has the right to recover any health insurance premium cost incurred during an unpaid FMLA period if the employee fails to return to work.
- FMLA will run concurrent with all other paid/unpaid leaves.

## Military Caregiver Leave:

- Military Caregiver Leave provides eligible employees with up to 26 weeks of leave in any 12 – month period in order to care for a service member with a serious illness or injury incurred in the line of duty on active duty.

## California Family Rights Act (CFRA):

- CFRA mirrors the federal program (FMLA)
- When leave is related to pregnancy:
  - At the end of an employee's pregnancy disability leave, a CFRA eligible employee may request a CFRA leave of up to 12 workweeks for reason of birth of her child if the child has been born by this date.
  - If both parents are eligible for CFRA leave but are, both, employed by BUSD, BUSD may coordinate the 12 weeks between the two parents.

### **Pregnancy Disability Leave (PDL):**

- PDL provides up to 4 months (16 weeks) disability leave for a woman who is disabled due to pregnancy, childbirth, or a related medical condition.
- Employees are eligible for PDL regardless of the length of time they have worked for BUSD.
- Leave taken for pregnancy disability does not have to be taken at one time. Leave can be taken before or after birth or at any period of time the employee is physically unable to work because of the pregnancy or pregnancy-related condition. Periods of leave may be totaled in computing the four months of leave.

### **Donation of Sick Leave:**

- The superintendent may authorize employees to donate earned sick leave to an employee as eligible leave credits.
- Donation of Sick Leave for illness or injury is defined to mean an illness or injury that is expected to incapacitate an employee or a member of an employee's family for an extended period of time and which incapacity requires the employee to take time off from work or care for the family member for an extended period of time, and taking extended time off work creates a financial hardship for the employee because he or she has **exhausted** all of his or her sick leave and other paid time off.
- Donations can only be made by employees' own bargaining unit members.

Family Member is defined to mean the employee's spouse, children and stepchildren.

### **Industrial Injury/Workers' Compensation:**

- All treatment is provided by a physician within the Medical Provider Network (MPN) established by BUSD unless a pre-designated physician form is on file with Human Resources prior to injury.
- All doctor-ordered days off from work are charged to available leave until the injury claim is approved. Once approved all leave hours will be credited back to the employees' leave account.

- Employees are given up to 60 days leave from work without any deduction from their leave balance or salary.
  - **Classified Employees:** The 60-day count of industrial accident leave runs concurrently with the 100-day sick differential leave.
  - **Certificated Employees:** The 60-day count of industrial accident leave does NOT run concurrently with sick differential. Once the 60-day industrial accident leave is exhausted, the 100-day sick differential will begin.
- Workers' Compensation benefits do not cover time away from work for medical or therapy appointments (sick time will be charged).
- An Extended Leave of Absence Request needs to be completed and submitted along with the physician's statement to the employee's supervisor.
- Monthly Leave Attendance reports must be submitted each month while employee is on leave.
- The District has a Return to Work Program.  
*Contact payroll at (530) 868-1281 X 259 if you have any workers' compensation questions or an injury arises.*

### **State Disability (SDI): CSEA 268 & Confidential Classified**

- Disability is any illness or injury, either physical or mental that prevents you from doing your regular or customary work. (California Unemployment Ins. Code 2626) Disability also includes elective surgery, pregnancy, childbirth, or related medical conditions.
- SDI is designed to partially replace wages you lost because of a disability that was not caused by your work.
- Because BUSD's contract with EDD coordinates sick leave benefits with SDI, **employees must turn in payment receipts and award letter when received to** Payroll Department. Once the receipt is received sick leave hours will be returned to the employee according to the amount of their benefit payment.
- To claim benefits call EDD 1-800-480-3287 or go to

[www.edd.ca.gov/Disability/DI\\_How\\_to\\_File\\_a\\_Claim.htm](http://www.edd.ca.gov/Disability/DI_How_to_File_a_Claim.htm)

- Physicians should also have the forms available.

### **Paid Family Leave (PFL): CSEA 268 & Confidential Classified**

- Paid Family Leave is designed to partially replace lost wages because of the need to take care of a loved one or bond with and care for a newborn.
- Paid Family Leave is a benefit you receive and is paid by the Employment Development Department for those employees who qualify for SDI.
- Paid Family Leave insurance does not provide job protection or return rights.
- 7-day unpaid waiting period before benefits begin.
- Benefits will not be paid while employee is in paid status.
- To claim benefits call EDD 1-800-238-4373 or go to [www.edd.ca.gov](http://www.edd.ca.gov).

### **Important Reminders:**

- Employees must give, at least, a 30-day notice prior to requesting extended time off except when a medical emergency has arisen.
- Employees who do not return to work once they are released to return by a physician or their requested leave has expired are considered to have abandoned their position and may be terminated.
- Contact the HR and Payroll Department immediately if an employee does not return to work on specified date.
- Only the Superintendent/Board can authorize an extended leave.

### **Forms Listing:**

- Employee Leave Attendance Monthly Report
- Sick Leave Donation Form
- Employee Accident/Injury Report
- Physician Pre-Designation
- Certification of Physician



### **Payroll Department Contacts:**

- Contact your leave reporting personnel below to assist you in your leave reporting needs.
  - **Karen Nuchols** - (530) 868-1281 X 259 knuchols2@biggs.org
  - **Pamela Ragan** - (530) 868-1281 X 252 pragan@biggs.org Fax number: (530) 868-1615

