

## CLOVIS UNIFIED SCHOOL DISTRICT

### PERSONNEL

Certificated, Classified, Administrative and Supervisory

### **EMPLOYEE ABSENCES AND LEAVES/ SUBSTITUTE, SHORT-TERM AND TEMPORARY EMPLOYEES PAID SICK LEAVE**

**PURPOSE:** To define employee paid and unpaid absences and leaves in accordance with law, board policy, and collective bargaining agreements.

The Board shall authorize paid and unpaid absences and leaves for those purposes mandated by law, Board Policy, and collective bargaining agreements. The authorized types of absences and leaves are listed below.

#### A. Absences

An employee may use personal illness/injury leave (sick leave) pursuant to the Education Code for the reasons enumerated in this section. Such leave shall be charged against the accumulated sick leave of the employee. Specific guidelines and the number of days that can be used are defined in the accompanying Administrative Regulation No. 4161, 4261, 4361.

1. Employee Illness
2. Personal Necessity
  - a. Death of a member of employee's immediate family.
  - b. Accident involving the employee, employee's property, or the person or property of immediate family member.
  - c. Appearance in court as a litigant or as a witness under subpoena or any other order made with jurisdiction.
  - d. A serious illness of a member of the immediate family of the employee.
  - e. Attendance at the funeral of a very close personal friend.
  - f. Placement of a child with the employee for foster care or adoption of a child pursuant to law.
  - g. Attendance at a high school graduation, a college or university, or other related institution for the orientation, awards ceremony, or graduation of a son or daughter.
  - h. Preparation and participation in a marriage ceremony for oneself or for a son or daughter.

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- i. Natural calamity or occurrences so severe that an employee cannot reasonably be expected to travel or is prevented from traveling to work either in personal or common carrier conveyance.
- j. Attendance at pre-approved school-related programs for members of the immediate family, including grandchildren.
- k. Military preparation with orders.
- l. Such other reasons as prescribed by the Board.

**3. Personal Business**

Personal business is leave without pay that can be taken when available vacation, compensatory time and personal necessity leave have been exhausted. Personal business must be pre-approved by the employee's supervisor. Reasons for personal business include:

- a. Spouse on leave from military deployment.
- b. Participation in school-related activities of K-12 child for employee who is parent/guardian or grandparent having custody.

**4. Family Emergency Absence.****5. Jury Duty.****6. Bereavement.****7. School Business.****B. Leaves of Absence**

Following are the types of leaves authorized.

1. Military Leave with Orders.
2. Employee Illness.
3. Maternity.
4. Sabbatical.
5. Exchange Teacher.

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6. Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA).
  - a. Employee's own serious medical condition.
  - b. To care for immediate family member with serious medical condition.
  - c. Birth and care of a newborn child.
  - d. Placement with employee of child for foster care or adoption.
  - e. To care for a covered service member who has a serious injury or illness.
  - f. To attend to an "exigency" arising out of the fact that a spouse, child, or parent is on active duty or call to active duty status in support of a contingency (applies only to family of National Guard, Reserves or certain retired military).
7. Such Other Reasons as may be prescribed by the Board.

**C. Other****1. Employee Sick Leave Donation Program**

District employees, upon written notice to the Governing Board, may donate accrued sick leave credits to the requesting employee. Donations shall be made in hour increments. Donations cannot be made retroactively to cover employee's pay that was previously docked. Donations can be used for the purpose of the designated leave only. Instructions for donating sick leave are included in the accompanying Administrative Regulation No. 4161, 4261, 4361.

**2. Reporting Absences**

Employees shall report all absences from work, including, but not limited to, illness, school business, family emergency, personal necessity, on-the-job injury, personal business and vacation, online or by telephone in the automated system as outlined in the accompanying Administrative Regulation No. 4161, 4261, 4361. In addition to reporting absences online or by telephone in the automated system, employees shall also notify their immediate supervisor(s).

**D. Substitute, Short-Term and Temporary Employees Paid Sick Leave**

The purpose of this policy is to provide paid sick days to temporary, substitute, and/or short-term employees as required by the Healthy Workplaces, Healthy Families Act of 2014 (Assembly Bill 1522).

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Any substitute, short-term or temporary employee not covered by Board Policy No. 4161, 4261, 4361 - Employee Absences and Leaves, is entitled to the right to sick leave as outlined by the Healthy Workplace Healthy Families Act of 2014.

Adopted: 07/23/1975

Amended: 10/08/1976, 11/23/1977, 12/12/1979, 06/15/1983, 12/1986, 11/30/1988, 07/12/1989, 11/06/1991, 11/22/1993, 02/09/1994, 02/22/1995, 01/13/1999, 05/24/2000, 09/05/2001, 09/24/2003, 03/24/2004, 02/13/2008, 04/29/2009, 10/21/2020 (BP 6504 renumbered as BP 4161, 4261, 4361; all contents of BP 6507 moved)

**EDUCATION CODE**

44018 Compensation for employees on active military duty  
44036-44037 Leaves of absence for judicial and official appearances  
44043.5 Catastrophic leave  
44800 Effect of active military service on status of employees  
44842 Failure to provide notice or to report to work  
44962-44988 Leaves of absence (certificated)  
45190-45210 Leaves of absence (classified)

**GOVERNMENT CODE**

12945.1-12945.2 California Family Rights Act

**LABOR CODE**

230-230.2 Leaves for victims of domestic violence, sexual assault or specified felonies  
230.8 Leave to visit child's school  
233 Illness of child, parent, spouse or domestic partner

**MILITARY AND VETERANS CODE**

395-395.10 Military Leave

**UNITED STATES CODE, TITLE 29**

2601-2654 Family and Medical Leave Act of 1993

**UNITED STATES CODE, TITLE 38**

4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994

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