

FMLA/CFRA/FL - It is the District's practice to run paid sick leave, vacation, and comp time concurrently with otherwise unpaid:

- **FMLA/CFRA/FL Family Medical Leave Act/California Family Rights Act/Paid Family Leave** for serious health condition of employee or employee's spouse, registered domestic partner, parent, or child.
- **FMLA/CFRA/FL Family Medical Leave Act/California Family Rights Act/Paid Family Leave** for child care of a newborn or newly adopted child.
- District paid benefits provided during approved FMLA unpaid leave are contingent that the employee returns at the end of leave. If employee does not return from FMLA unpaid leave and opted to utilize District paid benefits, the employee will be billed for the cost of those benefits.

IMMINENCE OF DEATH (ID) AND BEREAVEMENT LEAVE (BL) – Unit members shall be granted three (3) days paid leave of absence on account of imminence of death or the death of any member of his/her immediate family and five (5) days if out-of-state travel is required. Prior approval is not required. Bereavement Leave days shall not be deducted from the sick leave balance. To be granted the 5 days out-of-state, supporting documentation; such as Obituary Notice, Service Program or Death Certificate must be submitted. Personal Necessity Leave for death of a member of the employee's immediate family should be requested after the employee has exhausted available bereavement leave.

OTHER LEAVE – Verification of Jury Duty (JD) attendance is required (receipt). Subpoenas will not be accepted. Union business (UB) would be marked for those required to attend business meetings for Organizational Leave. Attach justification, using contract language for any other leave requests.

PERSONAL NECESSITY LEAVE (PN) - Personal Necessity hours are taken from actual sick leave hours used. The count for Personal Necessity Days will be adjusted by half day or full day with a maximum of 7 incidents per school year.

Section 1 – During any school year, unit members may not use more than 7 days of accumulated sick leave benefits.

- a) Death or serious illness (defined as a terminal illness) of a member of his/her immediate family.
- b) Accidents involving his/her person or property, or the person or property of a member of the immediate family of such an emergency nature that the immediate presence of the employee is required during his/her workday.
- c) The birth or adoption of his/her child. (Including the child of a Registered Domestic Partner).
- d) Appearance in court as a litigant under official order (Attach copy of official order/subpoena).

Section 2 – During any school year, 1, and 2 or 3 days of the 7 total personal necessity days may be used, depending on the accumulated sick leave balance:

- 1 day PN = 1+ days of accumulated sick leave
 - 2 days PN = 30+ days of accumulated sick leave
 - 3 days PN = 60+ days of accumulated sick leave
- a) Death involving close friends or relatives other than immediate family.
 - b) Accident involving relatives other than members of the immediate family.
 - c) Illness involving relatives other than members of the immediate family.
 - d) Attendance at religious observances, weddings, or observances honoring a unit member or members of the unit member's immediate family.
 - e) Attending to legal or business matters of compelling personal importance which cannot be attended outside the workday.
 - f) Unexpected personal or family situations which require immediate attention.

A dock of pay per diem will result for day(s) taken in excess of the allowed 7 days per school year and/or a negative sick leave balance.

* **IMMEDIATE FAMILY** shall mean the mother, mother-in-law, father, father-in-law, grandmother, grandfather, or grandchild of the employee or of the employee's spouse or registered domestic partner; the employee's spouse or registered domestic partner, son, son-in-law, daughter, daughter-in-law, child of a registered domestic partner, brother, brother-in-law, or sister, sister-in-law, stepfather, stepmother, stepchildren, foster parents, or any relative living in the employee's immediate household.