

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7340.3 Sick Leave for Management/Confidential Employees

Sick Leave

All employees who are employed five (5) days per week shall be entitled to twelve (12) days leave of absence of illness or injury. An employee who is employed for less than a full fiscal year is entitled to that proportion of twelve (12) days leave of absence for illness or injury. If an employee does not take the full amount of sick leave allowed in any fiscal year the amount not taken shall be accumulated from year to year. Unused portions of paid sick leave shall be cumulative as provided for in the Education Code. When employment with the District is terminated, unused sick leave will not be compensated in terminal pay.

All sick leave absences shall be reported to the respective supervisor within one hour of the employee's start time and on the online absence reporting system as soon as practicable. When abuse of sick leave is suspected, the District reserves the right to require medical verification for any illness. The medical verification from the doctor shall include the necessity for the absence from work based on the illness and length of time employees will be unable to return to work.

Scheduled sick leave, such as visits to physicians, dentists, and other medical practitioners, requires prior approval by the supervisor and should be reasonably scheduled so as to interfere as little as possible with the operations of the District.

Unscheduled sick leave (without prior authorization) may only be used due to the physical inability of the employee to perform their duties due to illness or injury.

Employees must be in active employment or on paid leave to earn sick leave. Employees who become ill or injured but are not required to report, scheduled leave or vacation, may use sick leave credits without return to active service provided the employee furnishes adequate supporting information and/or verification of illness or injury.

Sick Leave Transfer

An employee with one (1) year or more of employment in another school district, Community College District, or County Superintendent's Office in California shall be entitled to transfer their total unused balance of earned sick leave subject to verification by the former employer.

Extended Sick Leave

Each fiscal year in addition to regular sick leave, an employee shall be granted non-accumulative extended sick leave at half pay up to a total of one hundred (100) days. An employee whose sick leave, including both current and accrued, has been exhausted, and, where the total of such sick leave used is less than one hundred (100) working days, shall be entitled to and be compensated at, fifty percent (50%) of their regular daily rate of pay for the total balance of one hundred (100) days.

The employee shall be required to present a doctor's verification stating the necessity to be absent from the workplace and the anticipated date the employee will be able to return to service to qualify for this extended leave benefit. An employee shall be given the option of using accrued vacation to extend sick leave prior to employee being placed on extended sick leave to maintain 100% pay. Part-time employees will receive extended sick leave benefits on a prorated basis.

Absence Due to Personal Necessity (Ed Code 88207)

All employees may use as many as seven (7) days of accumulated sick leave in any fiscal year for instances of personal necessity such as but not limited to:

- Accident or illness involving his person or property or the person or property of a member of his immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

The employee shall make every effort to provide advance notice of the use of personal necessity leave, not later than the employee's usual time to report to work. Authorized personal necessity leave shall be deducted from sick leave accrued.

Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

Employees shall be entitled to Family Leave as set forth in the FMLA/CFRA. For the purposes of establishing Family and Medical Leave Act entitlement, the leave year shall be the fiscal year commencing July 1 and ending June 30

Family Care Leave (AB109)

Employees shall be allowed to use up to one-half of their annual sick leave allocation (6 days) to care for an ill child, parent or spouse (AB109). Hourly/on-going employees shall receive prorated benefits.

Catastrophic Illness Bank

In the event of a catastrophic illness or injury, participating employees who have exhausted all regular and extended sick leave, and vacation time, may utilize a maximum of 100 days from the Catastrophic Leave Bank subject to approval by the Chancellor or his/her designee. The compensation shall be at fifty-percent (50%) of the employee's daily rate.

An employee becomes eligible for this benefit by contributing sick leave to the bank. An employee shall be required to present a doctor's verification confirming the medical necessity to be absent from the workplace and the anticipated date the employee will be able to return to full time service to qualify for this extended leave benefit.

Employees may donate a minimum of one (1) day and a maximum of ten (10) days of sick leave per year. Retiring or resigning employees shall be allowed to donate all unused sick leave - to the bank at the time of separation.

With the approval of the Chancellor, management employees may donate unused vacation leave for specific employees who do not qualify for the other leave benefits provided in these regulations.

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