

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7340.3 Sick Leave for Management Employees

Sick Leave

All sick leave absences shall be reported on the Employee Absence Card to the immediate supervisor. The District reserves the right to require medical verification for any injury/illness.

Sick leave may be used for visits to physicians, dentists, and other medical practitioners. Such leave shall be reasonably scheduled so as to interfere as little as possible with the operations of the District and shall be of reasonable duration.

Employees must be in active employment or on paid leave to earn sick leave. Employees on extended illness leave are eligible to earn sick leave. Sick leave may be used only on those days when the employee is required to report for duty but cannot do so because of illness or injury. Employees who become ill or injured but are not required to report, such as those on leave or vacation, may use sick leave credits without a 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 his/her total unused balance of earned sick leave subject to verification by the former employer.

Extended Sick Leave

An employee whose sick leave, including both current and accrued, has been exhausted, and, where the total of such sick leave used in a given fiscal year is less than one hundred (100) working days, shall be entitled to and be compensated at, fifty percent (50%) of his/her regular daily rate of pay for the balance of one hundred (100) days. The employee shall be required to present a doctor's statement stating the anticipated date the employee will be able to return to full-time service to qualify for this extended leave benefit. An employee shall be given the option of using vacation to extend sick leave prior to employee being placed on extended sick leave.

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. In case of severe

financial hardship, the Chancellor may authorize Catastrophic Illness benefits to be provided concurrently with Extended Illness Leave.

An employee becomes eligible for this benefit by contributing sick leave or vacation leave to the bank. An employee shall be required to present a doctor's statement stating the nature of the illness or injury 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 or vacation leave per year. Retiring or resigning employees shall be allowed to donate all unused sick leave and vacation 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.

Adopted: April 11, 2005