



## DESCRIPTION OF LEAVE REQUIREMENTS

Employees considering taking a leave of absence should refer to the appropriate collective bargaining contract for a more detailed explanation as to eligibility and permissible lengths of leaves. Additional information may also be found at <http://www.sanjuan.edu/leaves>.

### Health

Employee may be granted an unpaid leave for health reasons. A medical statement from the employee's physician is required. Employee must also provide medical verification at end of leave prior to returning to work.

### Parental

Classified employee may request an unpaid leave for up to one year in relation to child rearing (refer to CSEA contract section 10.10, Supervisor's contract section 7.5, Transportation contract section 10.10). Certificated employee may request an unpaid leave for up to two years in relation to child rearing (refer to SJTA contract section 5.20).

### Personal

Employee may be granted a personal unpaid leave provided it is not for other employment.

### Pregnancy (PDL)

Employee shall be granted leave when disabled due to pregnancy or pregnancy-related conditions with medical verification.

### Education

Employee may request an unpaid leave for up to one year for the purpose of obtaining additional education.

### Other (Terminal Illness)

When an employee has medical verification from a physician that he/she has an illness which appears to be terminal, the employee is eligible to receive his/her full regular salary for each month the employee survives up to twelve months. A medical statement from the employee's physician is required.

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

#### Eligibility Requirements

1. Must have one year continuous service with the District.
2. Must have worked at least 1,250 hours during the previous 12 months or be employed as a full time teacher.

#### Pay Status

1. Employee must use any accrued vacation.
2. Paid status is dependent on bargaining unit contract.

#### Definitions

Child: Biological, adopted or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is under 18, or over 18, if incapable of self-care because of a mental or physical disability.

Parent: Biological parent or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

Serious Health Condition: Illness, injury impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider.

#### Intermittent/Reduced Work Schedule

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with the District to schedule the leave so as not to unduly disrupt the District's operations, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

#### Leave Duration

FMLA/CFRA leave entitlement is 12 weeks.

#### Health Benefits (medical, dental, vision, life, if applicable)

The District will continue to provide District paid health benefits during your FMLA/CFRA leave. Employees will be responsible for paying employee contributions (if any). Employee must contact the District's Benefits Department to make arrangements for paying employee contributions. If the employee fails to return to work after the FMLA leave period has expired, then the employer will recover the health premium expenditures extended during the leave period.