

1.0 Accrual of Sick Leave

- 1.1 Management employees shall earn paid sick leave at the rate of one (1) day for each calendar month in which the employee is on pay status. (Ed. Code, §§ 87781, 88191)
- 1.2 Unused portions of paid sick leave shall be cumulative as provided for in the Education Code. When employment with the Los Rios Community College District is terminated, unused sick leave will not be compensated in terminal pay. (Ed. Code, §§ 87781, 88191)
- 1.3 Management employees on unpaid leaves of absence will maintain accumulated sick leave rights. (Ed. Code, § 88193)

2.0 Transfer of Accrued Sick Leave (Ed. Code, §§ 87782, 88202)

- 2.1 A management employee who has completed at least one (1) year of service in another public school or community college district in California shall be able to have accumulated sick leave transferred to this District. Such transferred sick leave will be used before that which is accrued while a District employee.
- 2.2 A management employee who has completed at least one (1) year of service in another public school or community college district outside of California shall be able to have accumulated sick leave from the last previous employment transferred to the District. Such transferred sick leave will be used before that which is accrued while a District employee.
- 2.3 A management employee previously employed other than as specified in Section 2.1 or 2.2 above shall be able to have up to three years (36 days) of accumulated sick leave from the last previous employment transferred to this District. Such sick leave shall not be credited to the employee's retirement system. Such transferred sick leave will be used before that which is accrued while a District employee.

3.0 Entitlement to Other Sick Leave (Ed. Code, § 88196)

- 3.1 Every regular management and confidential employee shall once a year be credited with a total of one hundred (100) days of other sick leave including the sick leave provided in Education Code, section 88191. Each day of other sick leave shall be compensated at the rate of fifty percent (50%) of the employee's regular salary. The paid sick leave provided for in this section shall be in addition to any other paid leave, and shall be used after the exhaustion of the leaves provided in Education Code, sections 88191 and 88192. Allowable other sick leave shall not be cumulative from year to year. One hundred (100) days of other sick leave is the maximum amount extended in a given fiscal year, and an employee will be extended not more than one hundred (100) days of other sick leave for a single illness or injury.

-
- 3.2 If an employee leaves the service of the District having used more sick leave than has been earned, a deduction for excess leave shall be made from the final salary payment. If no salary is due the terminating employee, the employee will be billed by the District for the amount of overpayment.
- 3.3 Use of other sick leave requires submission of a physician's statement.
-

LRCCD

Policy Adopted: 1/4/78
Policy Revised: 2/18/81; 6/16/82; 12/4/85; 12/9/98; 1/18/06; 1/14/15
Policy Reviewed: 1/14/15
Adm. Regulation [R-9232](#)