

## 1.0 Use of Leave

- 1.1 When necessary, management and confidential employees will be extended paid sick leave up to the number of days accrued by the manager or confidential employee and earnable during the current fiscal year.
- 1.2 Medical and dental appointments that cannot reasonably be scheduled at times other than working hours may be charged to sick leave. The employee must notify the supervisor prior to the medical or dental appointment whenever possible.
- 1.3 If an employee exhausts accrued sick leave, sick leave credit and Entitlement to Other Sick Leave ([P-9232](#)), absences for illness will be charged against vacation. If vacation time is also exhausted Policy ([P-9234](#)) shall be in effect.
- 1.4 Management and confidential employees may use accrued sick leave for illness or injury resulting from pregnancy, miscarriage, childbirth, and recovery therefrom. A unit member shall submit to the site administrative officer for forwarding to District Employee Benefits Office a physician's statement verifying the period of time with beginning and ending dates that the unit member was temporarily disabled, ill, or injured because of pregnancy, miscarriage, childbirth, and recovery therefrom.
  - 1.4.1 A management or confidential employee may use up to ten (10) days of accrued sick leave for absences to care for his/her newborn child or the mother of the newborn child without prior medical verification. The use of this accrued sick leave is intended for the employee not covered under Section 1.4 above. Whenever possible, employees shall provide advance notice for use of this leave. When advance notice is not possible, the employee will notify his/her supervisor within twenty-four (24) hours of the commencement of the leave.
  - 1.4.2 A management or confidential employee who is adopting a child may use up to ten (10) days of accrued sick leave for the purpose of caring for the needs of the newly adopted child.

## 2.0 Transfer of Accrued Sick Leave

- 2.1 Sick leave to be transferred to the District must be transferred within one year of initial employment.
- 2.2 For sick leave to be transferred to this District, the employee's last previous employment must have terminated within the last year. (Ed. Code §§ 87782 and 88202)
- 2.3 The Employee Benefits Office may require notarized verification on accrued sick leave to be transferred into the District from previous employment as well as a copy of the previous employer's policy related to accrual of sick leave.

### 3.0 Payment of Sick Leave

- 3.1 Management and confidential employees shall receive their regular salary during sick leaves whether such leave is accrued or is to be earned during the current year.
- 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 the overpayment.
- 3.3 A physician's statement verifying illness of the employee may be required by the manager and shall be required for any absence in excess of ten (10) days.

### 4.0 Claims for Illness Absence

- 4.1 Immediately following the absence, sick leave used shall be entered in hours on the employee's Cumulative Absence Report form. The form must be signed by the employee and the immediate supervisor and forwarded to the Employee Benefits Office. If the employee is not available to sign the Cumulative Absence Report, the immediate supervisor shall sign and forward a copy to the manager.

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