

PROCEDURES

The following procedures shall apply when employees are absent from duty in accordance with DEC (LOCAL):

1. An Absence from Duty form shall be submitted to the immediate supervisor when an employee returns to work from personal illness or injury. Forms may be obtained by mail or in person from the campus office or department secretary. Absences in excess of three work days require medical documentation confirming release to return to work.
2. An employee planning to request discretionary personal leave shall complete a Discretionary Personal Leave Request and submit it to the principal or supervisor. The principal or supervisor shall be notified a minimum of five work days in advance of the requested leave date, except in cases of emergency.
3. An employee shall notify the immediate supervisor by the time stipulated (specific to site or department) on or before the day of absence so that arrangements may be made for a substitute, if necessary.
4. A Leave of Absence Request shall be submitted by the employee directly to the Business Services Office along with all required documentation. The employee should notify the principal or supervisor a minimum of five work days in advance of the requested leave date, except in cases of emergency.
5. In the event an employee is unable to request a leave of absence in writing, it is the responsibility of the principal or supervisor to notify the Business Services Department in writing of the inability of the employee to report for duty. The employee will still be required to adhere to DEC(LOCAL) and complete necessary forms as soon as possible.
6. Once the Business Services Department receives a complete Request for Leave of Absence with all required documentation, a Personnel Action Notification (PAN) will be created and forwarded to the supervisor. Incomplete requests for leaves shall not be granted.

7. An employee eligible for leave under the Family Medical Leave Act (FMLA) shall request such leave on the Leave of Absence Request Form. Such leave will run concurrently with paid state and/or local sick leave [See DEC (LOCAL)]. A physician's certification is required to determine eligibility for FMLA. Leave that qualifies as FMLA leave will be so designated by the Business Services Department upon receipt of the required documentation from the employee. The Business Service Department will notify the employee in writing of the approval status of an FMLA request.
8. An employee shall submit a full medical release or fitness for duty form completed by a physician to the Business Services Department prior to return to duty.
9. Accrual and use of leaves and absences shall be recorded for each employee by the designated school or department secretary and the Payroll Department.
10. An employee's state and local leave days for the upcoming year will be posted on the first payroll check of the employee's annual work calendar (July 5, August 5, or September 5).

ELIGIBILITY

A new employee is not eligible for sick leave until he or she has completed at least one full day's work in the District.

HEALTH INSURANCE

An employee on leave of absence or temporary disability leave may continue his or her participation in the District health insurance plan in accordance with the provisions of CRD (LOCAL).

SUBSTITUTE CHARGES

An employee must be charged for an absence even if no substitute is required. All absences of professional and paraprofessional employees should be reported through the absence tracking system.

An absence during a conference period will be handled as any other period regarding the charges made against an employee's accumulated sick leave. Any absence in excess of one hour constitutes a half-day. Any absence in excess of four hours is considered a full day.