

NICASIO SCHOOL DISTRICT

Board Policy

Series 4000: Personnel

BP 4310

PAID SICK LEAVE FOR LIMITED TERM EMPLOYEES

Introduction

Certificated employees hired by the District to serve as classroom teachers are afforded certain leaves through the collectively bargained agreement between the Nicasio Teachers Association and the Board. Certificated administrators hired by the District to serve in district and school administrative positions are afforded certain leaves through the terms of their board approved contract(s).

In addition, the Board has set forth the following policies regarding compensation and related benefits of classified personnel:

- Wages & Leaves (BP 4251)
- Health & Welfare Benefits (BP 4254)
- Retirement Compensation (BP 4255)

This policy entitles certificated and classified employees the District hires in a limited term capacity e.g. substitutes and extra hires, who are not retirees of the California Public Employees Retirement System, and who are not covered by a collective bargaining agreement or other Nicasio School District sick leave policy, to sick leave in accordance with the Healthy Workplaces/Healthy Families Act of 2014.

Definitions

Limited term employees are defined as those employees hired in a substitute capacity, or hired to perform additional or extra duties for a short-term duration or hired to perform duties on an irregular basis, and who are not otherwise afforded leaves during their employment for Nicasio School District. Limited term employees do not include retirees of the California Public Employees Retirement System.

For the purposes of this policy, **family member** is defined as follows:

- 1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- 2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- 3) A spouse.
- 4) A registered domestic partner.
- 5) A grandparent.
- 6) A grandchild.
- 7) A sibling.

Eligibility

A limited term employee of Nicasio School District is entitled to paid sick leave from the first day of work on or after July 1, 2015.

Accrual

Beginning July 1, 2015, sick leave will be accrued at the rate of not less than one (1) hour per every 30 hours worked, beginning at the commencement of employment. Sick leave usage will be limited to 24 hours in any given year of employment. Unused sick leave shall carryover to the following year of employment, but shall not exceed 48 hours in total at any time.

Sick Leave Use

Paid sick leave, under this policy, may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the limited term employee or family member (see below for definition of family member). Additionally, sick leave may be used for a victim of domestic violence, sexual assault or stalking.

An employee covered by this policy shall be entitled to use accrued sick leave as earned. Accrued sick leave balances will appear on the limited term employee's payroll paystub.

The rate of pay shall be at the rate of the assignment the individual was scheduled to work on the day of notification/ request for use of sick leave.

Reinstatement of Previously Accrued Sick Leave Balances

If a limited term employee separates from the Nicasio School District and is rehired by the Nicasio School District within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated.