# Section 8

LEAVE MATRIX

Represented and Non-Represented Employees

Sacramento City Unified School District

## Human Resource Services

# Leaves: Represented Employees

**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **SEIU - FH (With Floating Holiday – See Matrix of Floating Holidays)** | 1-15 Yrs = 15 Days<br><br>16+ Yrs = 20 Days | 1 Day for each calendar month of service | **1-5 Yrs = 12 Days Carryover**<br><br>Maximum Accrual: 27 Days with 1-15 years of service.<br><br>**6+ Yrs = 14 Days** Carryover<br><br>Maximum Accrual: 34 Days with 16+ years of service. | 9 Days | 60 Days per recognized injury | 3 Days Full Pay | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay<br><br>2 Days sub differential pay for travel or legal issues. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours. | 2 Days Vacation Annually<br><br>Maximum payoff upon separation: 27-34 Days based on years of service, carryover and accrual. |
| | | Unlimited Accrual | | Deducted from sick leave accrual. | | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Does not accumulate, but remain-ing balances may apply. | |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

Sacramento City Unified School District

## Human Resource Services

# Leaves: Represented Employees

**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **SEIU** | 1-15 Yrs = 15 Days<br><br>16+ Yrs = 20 Days | 1 Day for each calendar month of service | **1-5 Yrs = 12 Days Carryover**<br><br>Maximum Accrual: 27 Days with 1-15 years of service.<br><br>**6+ Yrs = 14 Days Carryover**<br><br>Maximum Accrual: 34 Days 16+ Years of Service | 9 Days | 60 Days per recognized injury | 3 Days Full Pay | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay<br><br>2 Days sub differential pay for travel or legal issues | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours. | 2 Days Vacation Annually<br><br>Maximum payoff upon separation: 27 - 34 Days based on years of service, carryover and accrual. |
| | | Unlimited Accrual | | Deducted from sick leave accrual. | | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Does not accumulate, but remain-ing balances may apply. | |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

Sacramento City Unified School District

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**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **FS Food Service I, II, III** | Paid; does not accrue. | 1 Day for each calendar month of service | No carryover or accrual; paid as stipend. | 9 Days | 60 Days per recognized injury | 3 Days Full Pay | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay<br><br>2 Days sub differential pay for travel or legal issues | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours. | Not Applicable |
| | | Unlimited Accrual | | Deducted from sick leave accrual. | | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Does not accumulate, but remain-ing balances may apply. | |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

Sacramento City Unified School District

## Human Resource Services

# Leaves: Represented Employees

**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **CSA** | **1-14 Yrs =**<br>20 Days for 12 Months<br>18 Days for 11 Months<br>16 Days for 10 Months<br>15 Days for 9 Months<br>**15+ Yrs =**<br>22 Days for 12 Months<br>20 Days for 11 Months<br>18 Days for 10 Months<br>16 Days for 9 Months | 1 Day for each calendar month of service. | **1-5 Yrs of Service = 12 Days Carryover** Maximum Accrual: 12 days + # days earn-ed per year (12-mo employee can accrue 32 days)<br>**5+ Yrs of Service = 14 Days Carryover** Maximum Accrual: 14 days + # days earned per year (12-month employee can accrue 36 days) | 9 Days | 60 Days per recognized injury | 3 Days Full Pay | 4 Days Full Pay<br>1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay<br>2 Days sub differential pay for travel or legal issues. | 12 Weeks Unpaid<br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours. | 2 Days Vacation Annually<br>Maximum payoff upon separation: 28 - 34 Days based on years of service, carryover and accrual. |
| | | Unlimited Accrual | | Deducted from sick leave accrual. | | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Does not accumulate, but remain-ing balances may apply. | |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

Sacramento City Unified School District

## Human Resource Services

# Leaves: Represented Employees

**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **TEAM - Teamsters** | 1-14 Yrs = 20 Days<br><br>15+ Yrs = 22 Days | 1 Day for each calendar month of service with an annual maximum of 13 days. | **1-5 Yrs of Service = 12 Days Carryover**<br>Maximum Accrual: 32 days with 1-14 years of service.<br>**6+ Yrs of Service = 14 Days Carryover**<br>Maximum Accrual: 36 days with 15+ years of service. | 9 Days | 60 Days Per Recognized Injury | 3 Days Full Pay | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay<br><br>2 Days sub differential pay for travel or legal issues. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours. | 2 Days Vacation Annually<br><br>Maximum Payoff Upon Separation: 32 - 36 Days based on years of service, carryover and accrual. |
| | | Unlimited Accrual | | Deducted from sick leave accrual. | | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Does not accumulate, but remain-ing balances may apply. | |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

Sacramento City Unified School District

## Human Resource Services

# Leaves: Represented Employees

**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **UPE**<br><br>**(Note: Not shown on Leave Group List from ISET)** | Vacation is not earned for less than 12-month employees; positive pay for duty days worked.<br><br>12-Month employees = 22 Days Vacation Annually | 13 Days for 12-month employee<br><br>8.667 hours per month for each month worked | Vacation not earned for less than 12-month employees; positive pay for duty days worked.<br><br>**12-Month employees = 12 Days Carryover**<br><br>Maximum Accrual: 12 Days Carryover+ 22 Days Accrual = 34 Days | 9 Days (Compelling Personal Importance) | 60 Days Per Recognized Injury | 3 Days Full Pay - FLSA exempt employee. | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay - FLSA exempt employee.<br><br>Plus 2 Days Full Pay for travel or legal issues. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours. | Vacation not earned for less than 12-month employees; positive pay for duty days worked.<br><br>Maximum payoff upon separation of 12-month employees: 34 Days based on carryover and accrual. |
| | | Unlimited Accrual | | Deducted from sick leave accrual. | | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Does not accumulate, but remain-ing balances may apply. | |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

Sacramento City Unified School District

## Human Resource Services

# Leaves: Represented Employees

**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **SCTA 6 Hours** | Not Applicable | 6 Hours for each month of service.<br><br>Unlimited Accrual | Not Applicable | Compelling Personal Importance:<br><br>9 Days of 6 hours each<br><br>Deducted from sick leave accrual. | 60 Days per recognized injury. | 3 Days at 6 hours each of full pay<br><br>Not deducted from sick leave accrual. | 4 Days at 6 hours each of Full Pay<br><br>1 Day at 6 hours of Full Pay for travel for more than 250 miles.<br><br>Not deducted from sick leave accrual. | 3 Days at 6 hours each of Full Pay<br><br>2 Days of 6 hours each of sub differential pay for travel or legal issues.<br><br>Not deducted from sick leave accrual. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours.<br><br>Does not accumulate, but remain-ing balances may apply. | Vacation Not Applicable |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

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## Human Resource Services

# Leaves: Represented Employees

**(SEIU, CSA, TEAMSTERS, UPE, SCTA)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **SCTA 8 Hours (Children Center Teachers)** | 14.667 Hours per month for each month worked (12-month, 8-hour employee). | 13 Days.<br><br>Unlimited Accrual | 12 Days Carryover | Compelling Personal Importance:<br><br>9 Days of 8 hours each<br><br>Deducted from sick leave accrual. | 60 Days per recognized injury. | 3 Days at 8 hours each of full pay<br><br>Not deducted from sick leave accrual. | 4 Days at 8 hours each of Full Pay<br><br>1 Day at 8 hours of Full Pay for travel for more than 250 miles.<br><br>Not deducted from sick leave accrual. | 3 Days at 8 hours each of Full Pay<br><br>2 Days of 8 hours each of sub differential pay for travel or legal issues.<br><br>Not deducted from sick leave accrual. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of request 1,250 Hours.<br><br>Does not accumulate, but remain-ing balances may apply. | May cash out any vacation hours that are over the 12 days allowed to carryover. |

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Sacramento City Unified School District

## Human Resource Services

# Leaves: Non-Represented Employees

**(NON-REPRESENTED SUPERVISOR, CONFIDENTIAL, NON-REPRESENTED MANAGEMENT, CONTRACT)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **SUPV**<br><br>**Supervisory**<br><br>**Non-Represented** | 1-14 Yrs = 20 Days<br><br>15+ Yrs = 22 Days | 13 Days | **1-5 Yrs= 12 Days Carryover**<br><br>Maximum Accrual: 32 Days with 1-14 years of service.<br><br>**6+ Yrs = 14 Days Carryover**<br><br>Maximum Accrual: 36 Days with 15+ years of service. | 9 Days Annually | 60 Days per recognized injury | 3 Days Full Pay for FLSA non-exempt employees; 5 Days Full Pay for exempt employees.<br><br>2 Days sub differential pay for travel or legal issues for non-exempt employees. | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay for FLSA non-exempt employees; 4 Days Full Pay for exempt employees.<br><br>1 Day sub differential pay for travel or legal issues for non-exempt employees. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of the request 1,250 hours | 2 Days Vacation Annually<br><br>Maximum Payoff Upon Separation: 32 - 36 Days based on years of service, carryover and accrual. |
| | | Unlimited Accrual | | Deducted from sick leave accrual. | | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Not deducted from sick leave accrual. | Does not accumulate, but remain-ing balances may apply. | |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

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## Human Resource Services

# Leaves: Non-Represented Employees

**(NON-REPRESENTED SUPERVISOR, CONFIDENTIAL, NON-REPRESENTED MANAGEMENT, CONTRACT)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **CONF**<br><br>**Confidential**<br><br>**Non-Represented** | 1-14 Yrs = 20 Days<br><br>15+ Yrs = 22 Days | 13 Days<br><br>Unlimited Accrual | **12-Month Employees: 14 Days Carryover**<br><br>Maximum Accrual: 14 Days Carryover + 20 Days for 1-14 Yrs of Service = 34 Days<br><br>14 Days Carryover + 22 Days for 15+ Yrs of Service = 36 Days | 9 Days Annually<br><br>Deducted from sick leave accrual. | 60 Days per recognized injury | 3 Days Full Pay for FLSA non-exempt employees; 5 Days Full Pay for exempt employees.<br><br>2 Days sub differential pay for travel or legal issues for non-exempt employees.<br><br>Not deducted from sick leave accrual. | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles.<br><br>Not deducted from sick leave accrual. | 3 Days Full Pay for FLSA non-exempt employees; 5 Days Full Pay for exempt employees.<br><br>1 Day sub differential pay for travel or legal issues for non-exempt employees.<br><br>Not deducted from sick leave accrual. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of the request 1,250 hours<br><br>Does not accumulate, but remain-ing balances may apply. | 2 Days Vacation Annually<br><br>Maximum Payoff Upon Separation: 34-36 Days based on years of service, carryover and accrual. |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

Sacramento City Unified School District

## Human Resource Services

# Leaves: Non-Represented Employees

**(NON-REPRESENTED SUPERVISOR, CONFIDENTIAL, NON-REPRESENTED MANAGEMENT, CONTRACT)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **MGMT - WV**<br><br>**Management With Vacation**<br><br>**Non-Represented** | 22 Days | 13 Days for 12-month employee<br><br>8.667 hours per month for each month worked<br><br>Unlimited Accrual | **12-Month Employees:**<br><br>14 Days Carryover<br><br>Maximum Accrual: 14 Days Carryover + 22 Days Accrual = 36 Days | 9 Days Annually<br><br>Deducted from sick leave accrual. | 60 Days per recognized injury. | 5 Days Full Pay - FLSA exempt employee.<br><br>Not deducted from sick leave accrual. | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles<br><br>Not deducted from sick leave accrual. | 4 Days Full Pay - FLSA exempt employee.<br><br>Not deducted from sick leave accrual. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of the request 1,250 hours<br><br>Does not accumulate, but remain-ing balances may apply. | 2 Days Vacation Annually<br><br>Maximum Payoff Upon Separation: 36 Days based on carryover and accrual. |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

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**(NON-REPRESENTED SUPERVISOR, CONFIDENTIAL, NON-REPRESENTED MANAGEMENT, CONTRACT)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **MGMT - NV**<br><br>**Management Without Vacation**<br><br>**Non-Represented** | None | 8.667 hours per month for each month worked<br><br>Unlimited Accrual | Not Applicable | .75 Days for Each Month in Duty Year<br><br>Deducted from sick leave accrual. | 60 Days Per Recognized Injury | .42 Days for Each Month in Duty Year @ Full Pay - FLSA exempt employee.<br><br>Not deducted from sick leave accrual. | .41 Days for Each Month in Duty Year @ Full Pay<br><br>Not deducted from sick leave accrual. | .33 Days for Each Month in Duty Year @ Full Pay - FLSA exempt employee.<br><br>Not deducted from sick leave accrual. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of the request 1,250 hours<br><br>Does not accumulate, but remain-ing balances may apply. | Not Applicable |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

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# Leaves: Non-Represented Employees

**(NON-REPRESENTED SUPERVISOR, CONFIDENTIAL, NON-REPRESENTED MANAGEMENT, CONTRACT)**

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emer-gency | Bereave-ment | Imminent Death | FMLA* | May Request Pay For: |
|---|---|---|---|---|---|---|---|---|---|---|
| **Contract Employees:**<br><br>**Superin-tendent**<br><br>**Deputy Superin-tendent** | 25 Days | 13 Days<br><br>Unlimited Accrual | **10 Days Carryover**<br><br>Maximum Accrual: 35 Days | 9 Days Annually<br><br>Deducted from sick leave accrual. | 60 Days Per Recognized Injury | 5 Days Full Pay – FLSA exempt employee<br><br>Not deducted from sick leave accrual. | 4 Days Full Pay<br><br>1 Day Full Pay for travel for more than 250 miles.<br><br>Not deducted from sick leave accrual. | 4 Days Full Pay – FLSA exempt employee<br><br>Not deducted from sick leave accrual. | 12 Weeks Unpaid<br><br>Qualify after working 12 consecutive months and at the time of the request 1,250 hours<br><br>Does not accumulate, but remain-ing balances may apply. | 20 Days Vacation Annually<br><br>Maximum Payoff Upon Separation: 35 Days based on carryover and accrual. |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.

# Human Resource Services

## Leaves – Matrix of Floating Holidays, Other Benefits, 7 Hour Guarantee

### Service Employees International Union (SEIU)

**Eligible employees hired BEFORE July 1, 1999. (Applies also to: Confidential Employees and Non-Represented Supervisors)**

| Classification | 12 Month Full-Time Employees | 11-Month Full-Time Employees | 12-Month Part-Time Employees (*3) | 11-Month Part-Time Employees |
|---|---|---|---|---|
| Operations-Support Services Bargaining Unit (Excluding Custodians) | 8 floating paid days off per fiscal year. (*2) | 3.5 paid days during the Winter Break. | A pro-rata share of 8 floating paid days off. | A pro-rata share of 3.5 days during the Winter Break. |
| Custodians | 4 floating paid days (*4);<br>3.5 paid days during the Winter Break; and<br>.50 paid day the Thursday before Spring Break | 3.5 paid days during the Winter Break. | A pro-rata share of the benefits of the 12-month full-time employee. | A pro-rata share of 3.5 days during the Winter Break. |
| All Other Classified Employees | 3.5 paid days during the Winter Break; and<br>.50 paid day the Thursday before Spring Break; and<br>6 professional growth units. (*5) | 3.5 paid days during the Winter Break. | A pro-rata share of the 3.5 paid days during the Winter Break. | A pro-rata share of the 3.5 days during the Winter Break. |

*1. An "eligible employee" is an employee of the District who was hired before July 1, 1999. All employees hired on or after July 1, 1999 will work a full work day (i.e., 8 hours) without any of the benefits defined herein.

*2. The "floating paid days" shall not be considered compensatory time off or vacation. These days will not accumulate from year to year and cannot be cashed out upon retirement or separation from the District. These days must be scheduled with advance notification and approval consistent with the practice under Section 11.4 of the contract– the operational needs of the site or administrative unit will be a consideration in scheduling.

*3. An eligible "part-time" employee shall be any employee hired before July 1, 1999, that was receiving a pro-rata share of the "7 hour guarantee" under Section 9.19.1 of the contract. The part-time employees shall be eligible for a pro-rata share of the benefits for that classification and work year.

*4. For Custodians, the 4 floating paid days have the same restrictions and limitations listed under note # (2) above.

*5. The professional growth units (if applicable according to unit) shall be added to the employees professional growth count on or before the next application cycle as determined by the contract and shall be effective on July 1, 1999. The addition of these units shall not affect the annual cap (e.g., the employee may add up to 12 units for the year), nor the maximum cap on units.

6. Adult Ed, Child Care, Multi-Track, etc.: Those eligible employees who are entitled to receive 3.5 paid days at Winter break or .50 day at Spring Break as outlined above that work at a site or administrative unit that will not close down during the Winter Break or Spring Break will be allowed to float the 3.5 paid days and one paid .50 day across their work year. Any floating days will have the same restrictions and limitations listed under note # (2) above.

7. The Operations Support bargaining unit consists of those classifications as outlined in the SEIU contract between the parties.

**Employees Hired AFTER July 1, 1999:** Employees hired on or after July 1, 1999, have three options to choose from regarding work days that fall within the Winter or Spring Break.

1. Use vacation time.
2. If approved by your supervisor and arrangements have been made, you may work.
3. You may choose to receive a full salary dock for the days you do not wish to use your vacation or work during this time period.

## Classified Supervisors Association (CSA)

All bargaining unit members shall be required to work eight hours a day all year. This eliminates the "seven-hour guarantee" that has existed in the district for over 15 years. Current employees will be credited with four floating days off.

## United Professional Educators (UPE)

**Designated Vacation Days for 12-Month Employees:** Effective July 1, 1999, the District is designating four additional non-work days for 12-month employees. To align with this configuration, 12-month UPE bargaining unit employees will be directed to take designated vacation days for those four days. Current employees in these classifications will be provided the four days in addition to their current vacation entitlement. New employees will not receive four additional days; they will be required to take the designated days as part of their regular vacation entitlement and will be advanced vacation if not yet earned. New employees are those UPE bargaining unit employees whose assignment to these classifications is effective July 1, 1999, or thereafter.

**Designated Vacation Days for 11-Month Employees:** Current 11-month employees in the UPE bargaining unit will be directed to take the 3.5 days of Winter Break as designed vacation days, thereby reducing their work days from 210.5 to 207 days. They will begin the work year on the official District reporting date and end the work year on the official ending date with adjustments, if necessary, for early reporting for in-service training. For example, if the official reporting day for elementary principals is August 10, but the in-service training is scheduled for August 9, principals will be required to attend the in-service and take a day off sometime after August 9 to compensate for the additional work day.

Effective July 1, 1999, new 11-month employees to the bargaining unit will be directed to take the 3.5 days of Winter Break as designated non-work days. These 11-month employees will be required to work days before the reporting date and/or after the ending date for veteran employees. For example, if the official reporting date for elementary principals is August 9, they may begin work at an earlier date. If their last official work day is June 27, this can be extended to the end of June. Additional work days are to be arranged with immediate supervisors. As a result, new 11-month employees will continue to work 210.5 days per year. New employees are those UPE bargaining unit employees whose assignment to these classifications if effective July 1, 1999, or thereafter.

## Teamsters

The following applies to the day after Thanksgiving, all of winter vacation, except for three and one-half (3-1/2) work days, one and one-half (1-1/2) days during spring vacation.

All probationary and permanent bargaining unit employees are entitled to the day after Thanksgiving, provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

All probationary and permanent employees are entitled to the Winter and Spring Break holidays, provided they are normally required to serve during the Winter and Spring recess periods, and they are in a paid status during any portion of the working day immediately preceding or succeeding the holidays. For purposes of determining eligibility for the one and one-half (1-1/2) days during spring vacation, if the employee is in a paid status immediately preceding and succeeding the spring vacation period, the employee will be considered as eligible for those holidays.

Sacramento City Unified School District

Human Resource Services

# Request for Leave of Absence
# Certificated and Classified Employees

| | |
|---|---|
| Name: | Social Security Number: |
| Street Address: | City/State/Zip: |
| Home Phone: | Work Phone: |
| Position Title: | Hire Date in District (mm/dd/yy): |
| Date Leave Begins (mm/dd/yy): | Date Leave Ends (mm/dd/yy): |
| School/Department: | Subject/Grade Level (if applicable): |
| Type of Leave: (Please refer to your union contract for types of leave available.) | |
| Signature: | Date: |

If the above request is granted, I understand the following:

1. I will contact the Benefits Office regarding benefits and insurance coverage (if any) during my leave of absence.
2. I will comply with the requirements and conditions set forth in the union contract for the bargaining unit to which I belong.
3. I will request any needed extension of leave in writing.
4. I will give written notice no less than thirty (30) days before the expiration date of my leave regarding whether or not I intend to return.

**For Principal or Supervisor Use Only**

☐ Recommend approval based on bargaining unit contract: section on Leaves.

☐ Do not recommend approval for the following reason: _____

***I understand that all employee absences are to be reported on the Monthly Absence Report.***

Signature: Principal or Supervisor _____ Date _____

**For Human Resource Services Use Only**

☐ Leave Approved ☐ Transfer to Unassigned

☐ Leave Not Approved

Signature: Director, Human Resource Services _____ Date _____

cc: Principal or Supervisor, Employee, Personnel File