

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4243
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SICK LEAVE

Regular classified employees shall be entitled to paid leave of absence for personal illness or injury at the rate of one (1) day for each month of service rendered during a fiscal year providing the employee was in a paid status for half or more of the working days in the month. Sick leave benefits will be extended to those employees who work on a regular basis regardless of the number of hours worked or the basis of salary payment. Hourly paid regular employees earn one hour of sick leave for each 22 hours worked.

Sick leave benefits will be extended to those employees who work on a regular basis regardless of the number of hours worked or the basis of salary payment. Overtime work does not earn sick leave.

This policy will not apply to student help nor to temporary or "as needed" employees.

Personal Necessity Leave

Accumulated sick leave NOT TO EXCEED six (6) days in any school year may be used in the following cases of personal necessity:

1. Death of a member of the employee's immediate family. (Days over and above bereavement leave.) Members of the immediate family are defined in accordance with State Education Code 13651.4.
2. Accident involving the employee's person or property, or the person or property of a member of his immediate family. Such an accident would require the immediate attention of the employee and present circumstances which the employee could not disregard, making it unreasonable to expect the employee to perform his regularly assigned duties.
3. Appearance in court as a litigant; or as a witness under official order.
4. Critical illness of a member of the immediate family, serious in nature, which under the circumstances the employee could not reasonably be expected to disregard and which would require the attention of the employee during his/her assigned hours of work. Members of the immediate family as used in this section are defined in accordance with State Education Code 13651.4

Classified employees shall receive salary in full when quarantined by city or county health officials because of another's illness.

5. Time off when necessary for doctor appointments, eye examinations and dental appointments may be charged against accumulated sick leave.
6. A condition which if allowed to continue without remediation would result in personal injury and/or an aggravation of a physical impairment and necessitating immediate medical and/or dental attention.
7. A condition or circumstance(s) that would result in an unconscionable financial loss, such loss which would materially affect the employee's ability to maintain reasonable conditions for sustenance for himself and his dependents.
8. A condition or circumstance(s) when the mental state of the employee is impaired to the extent that the performance of his duties is so affected as to materially reduce his rendering immediate services to the district.
9. Religious holidays other than indicated in the school calendar.

Proof for the above absences may be requested by the administration.

NO SUCH ACCUMULATED SICK LEAVE IN EXCESS OF SIX (6) DAYS MAY BE USED IN ANY SCHOOL YEAR FOR THE PURPOSES ENUMERATED IN THE ABOVE SECTIONS.

The days allowed may not exceed the number of full days of sick leave to which the employee is entitled according to policy.

Unused Sick Leave

Any unused portion of sick leave earned in a given year shall be accumulative and transferable from one district to another, without limit.

Difference Pay

Full salary will be paid classified employees while they are ill for the total days of accumulated sick leave rights. In the event of an extended illness the difference between full salary and that of a substitute will be paid for the period of time exceeding the accumulated sick leave, but not to exceed a total of five (5) calendar months (110) days.

Adopted	6/20/61	<u>Reference</u>
Revised.....	2/20/63	Education Code Sections 13468, 13468.1 & 5,
	1/16/67	13651.1 & 4, 13655, 13657
	11/20/67	
	4/21/69	Citrus College Regulation 4243 - Sick Leave -
	6/15/70	Classified
	12/14/76	