

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4211
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PROCEDURE FOR LONG-TERM ILLNESS LEAVE AND REINSTATEMENT AFTER ILLNESS LEAVE

When absent from duties due to an illness, a classified employee is entitled to the difference between regular pay and that of a substitute for a period of not less than 100 days including earned sick and vacation leave. Earned sick and vacation leave are paid at full pay.

The following is the procedure for employment of a substitute under the above conditions:

1. The supervisor shall notify the Personnel Office concerning the illness of the employee.
2. Number of earned sick and vacation days shall be made to determine date differential pay shall start.
3. Unless the working situation is critical, the substitute may not be employed to begin work until the accrued sick leave and vacation of the absent employee has been used.
4. Should the absent employee not return before the end of the expiration of accumulated sick leave and vacation leave, including the 100 days, the position shall be advertised as a vacancy and the best-qualified person selected to fill the position.

The absent employee may be placed on a preferential reemployment list for a 39 month reemployment period, and when available for reemployment, may apply and be considered for available positions for which the employee may be qualified.

During the period of illness, before each monthly warrant can be processed, the absent employee must send the Personnel Office a statement from the attending physician certifying the condition of the employee and a statement stating the period for which the employee will be unable to perform his/her assigned duties.

Adopted6/15/70
Revised12/14/76

Reference
Education Code 13651.5, 13651.6 and 13747

Citrus College Policy 4211 - Reinstatement