

## Employee Use of Sick Leave and Information Guide- rev. 3/29/2021

The health and safety of the district's staff, students and their families is a priority for the Pleasant Valley School District. In order to maintain a safe environment for all, we require all employees to follow Department of Health orders and state mandates regarding Covid-19 and pandemic response protocols.

2021 COVID-19 Supplemental Paid Leave (SB 95) provides paid sick leave for employees for reasons related to COVID-19 effective 3/29/21. The leave is retroactive and applies from 1/21 to 9/30/21. Documentation for personal medical or dependent care may be required for certain leaves. All current PVSD procedures will apply. \*

Link with more information: [SB 95 poster](#). Please review the following leave options and contact the appropriate human resources department with any questions.

Type Of Leave	Classified Staff	Certificated Staff
<i>"Sick Leave" - An authorized absence due to physical or mental inability to perform the usual and customary duties of the position due to illness, injury, going to a medical appointment, or for legally established quarantine.</i>	-One day per month of sick leave for full time employees pro-rated for part time employees. (5th day of consecutive illness requires doctor's note.) Sick time accumulates year to year and there is no limit to total usage of earned time.	-12 days of sick leave is posted at the beginning of the school year. (5th day of consecutive illness requires doctor's note.) Sick time accumulates year to year and there is no limit to total usage. May use 6 days of leave per year for illness/accident of family member.
<i>"FMLA/CFRA" - 12 weeks of accrued Sick Leave or unpaid leave (if all leave is exhausted) may be used for birth and care newborn, child adoption or placement of foster child, care for immediate family member, medical leave for serious health condition, care for active duty status, and a covered service member leave(26 weeks).</i>	-FMLA/CFRA may use up to 12 weeks maximum of sick leave or unpaid leave. After the 12 weeks of sick leave is exhausted, it becomes up to the employee to apply for additional unpaid leave if necessary.	-FMLA/CFRA may use up to 12 weeks maximum of sick leave or unpaid leave. After the 12 weeks of sick leave is exhausted, it becomes up to the employee to apply for additional unpaid leave if necessary.
<i>"Personal Leave" can be used for: A. Personal Necessity- death/serious illness of an immediate family member, accident, court, religious matter, event, school/job related need. B. Personal Days- use at the discretion of member *Cannot be used to extend holidays or vacation time*</i>	-7 Personal Necessity Leave days can be used per year out of the accrued sick leave time available. Advance notice shall be given to their supervisor for approval unless in the case of an emergency situation. Cannot exceed number of sick days entitled. Can be taken in ½-hour increments.	-A total of 8 days per school year may be used for Personal Leave. Up to three of the eight personal days may be used at the unit member's discretion. Not to be used first/last week of school, adjacent to a break, week prior to state testing.
<i>Extended Illness ("Out of Sick Leave")- Once an employee has used all available accrued sick leave, additional 5 school months of sub differential leave(or 50% pay) is available with a doctor's note for the employee's personal illness and/or medical appointments.</i>	-The absence must be reported as sick leave; if it is reported as "personal necessity" or "sick leave care" the absence will be recorded as personal loss of pay.	-The absence must be reported as sick leave; if it is reported as "personal necessity" or "sick leave care" the absence will be recorded as personal loss of pay.

\* PVSD School District employees can verify their earned leave allotment on the **Employee Portal** <https://myescape.vcoe.org>. Once employees log in, current leave allocations are available to view and download.

\* Employees must continue to report any sick leave or other leave time when they are not able to work; it is the employee's responsibility to maintain accuracy and honesty in accordance with professional standards.

\* If you have a medical condition that affects your ability to work, please contact HR to initiate an interactive process and assessment.

\* Vacation may be taken upon request and in accordance with District need. The District cannot guarantee approval of vacation requests for essential employees during pandemic situation.

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