

Appendix B

LRCFT Short Term Leaves With Pay Matrix

The purpose of this matrix is to provide additional clarity to the implementation of contract language for short-term paid leaves. The leaves below are not inclusive of all paid leaves offered under the contract.

Immediate Family Definition (Article 9.1.4)

Parent, grandparent or grandchild of the employee or of the employee's spouse or domestic partner; step-parent, spouse, domestic partner, child, son-in-law, step-child, , daughter-in-law, sibling, brother-in-law, sister-in-law, aunt or uncle of the employee; child or sibling of domestic partner; spouse of domestic partner's child. Immediate family includes a designated person of the employee, as defined by Gov. Code 12945.2. A designated person will be identified at the time of leave and is limited to one person per 12-month period.

*These examples are not all-inclusive.

<u>LEAVE TYPE</u>	<u>DETAILS</u>	<u>APPROVAL EXAMPLES *</u>	<u>DENIAL EXAMPLES*</u>
Bereavement (BER)	<p>3 instructional days within 300 mile radius of District office /5 days if greater than 300 mile radius of District Office for immediate family member</p> <p>Relationship should be included on absence report (and destination if over 300 miles)</p> <p>Can be supplemented by Personal Necessity leave</p> <p>Reported in instructional days</p>	<p>Parent passed away</p>	<p>Nephew passed away--not immediate family, unless a "designated person" (see Personal Necessity)</p> <p>Close friend or cousin died--not immediate family, unless a "designated person" (see Personal Necessity)</p>
Critical Illness (CRT)	<p>7 instructional days if immediate family member is critically ill</p> <p>Reported in instructional days</p> <p>Can be supplemented with Personal Necessity</p>	<p>Parent critically ill -doctor's note provided which says parent's condition was "critical"</p> <p>Grandparent ill and passed away-note NOT required if immediately followed by bereavement for same individual</p>	<p>Parent ill</p> <p>--doctor's note says the parent's condition is "serious"</p> <p>Niece critically ill, not immediate family, unless a "designated person"</p>
Jury Duty (JRY)	<p>Such time as necessary to complete jury obligation</p>	<p>Court documentation attached to absence report confirming attendance</p>	<p>No documentation, or summons only, provided</p>

<u>LEAVE TYPE</u>	<u>DETAILS</u>	<u>APPROVAL EXAMPLES *</u>	<u>DENIAL EXAMPLES*</u>
Parental Leave (PL)	<p>8 consecutive weeks of paid parental leave (refer to Section 9.4.2.4)</p> <p>12 weeks of earned sick leave (refer to section 9.4.2). <i>Recovery period following birth of child is reported under sick leave (subject to leave balance)</i></p>	<p>Employee requested leave within 1 year of the birth of their child, the date of legal adoption or adoption placement date, the legal foster care placement date, or legal guardianship placement date</p>	<p>Partner had baby but leave was requested later than 1 year after the effective date (refer to Section 9.4.2.1.2.)</p>
Personal Necessity (PRN)	<p>Serious in nature, cannot be expected to disregard, need immediate attention, cannot be taken care of outside of work hours</p> <p>General nature of absence must be reported on absence report</p> <p>Can supplement bereavement leave, critical illness and judicial appearance leave</p> <p>Classroom Faculty = 6 instructional days (24 hours)</p> <p>Coordinators, nurses, librarians = 6 workdays (45 hours)</p> <p>Counselors = 6 workdays (39 hours)</p>	<p>Child's illness and doctor appointments</p> <p>Child's school meeting/appointment, including parent/teacher conference; elementary, middle school or high school graduation ceremonies</p> <p>Emergency home repair</p> <p>Unplanned child care need (e.g. provider illness)</p> <p>Religious observances</p> <p>Marriage of child</p> <p>To attend funeral for someone who is not an immediate family member, but the employee is close to and would not be reasonably expected to miss the funeral (e.g. coworker, niece, etc.)</p> <p>Car issues/trouble (if reasonable time)--including picking car up from shop</p> <p>Transportation issues such as major incident on travel route</p>	<p>Pick up child from school--unless other reason for PRN like child was sick or person who scheduled to pick up child cancelled unexpectedly</p> <p>No childcare--unless unplanned, e.g. daycare provider called that morning saying daycare was closed</p> <p>Family illness (need relationship)</p> <p>Home repair (non-emergency)</p> <p>Transportation issues such as no parking spaces; not allowing sufficient time to arrive at work</p>

<u>LEAVE TYPE</u>	<u>DETAILS</u>	<u>APPROVAL EXAMPLES *</u>	<u>DENIAL EXAMPLES*</u>
Personal Business (PRB)	<p>Could not reasonably be expected to accomplish during non-duty times</p> <p>Includes self-care</p> <p>Classroom Faculty = 8 hours</p> <p>Coordinators, nurses, librarians = 15 hours</p> <p>Counselors = 13 hours</p> <p>General reason must be provided to supervisor but not required on absence report.</p> <p>Can use in increments of less than 1 hour</p>	<p>Child's school meeting/ appointment</p> <p>Parent/teacher conference</p> <p>Scheduled home repair</p> <p>Legal appointment</p> <p>Meeting with tax preparer or other financial business</p> <p>Need time off for self-care</p>	
Sick (SCK)	<p>Accrual is 1 day/month for 10 or 12 months (pro-rated for less than full-time employees)</p>	<p>Employee's own illness</p> <p>Employee's own doctor appointments</p>	<p>Family member ill</p>