

## **CATASTROPHIC LEAVE**

The catastrophic illness program is to address the need of an individual who has been incapacitated and who has exhausted all leave benefits, vacation, and other paid time off. It is understood that this leave program is intended for exceptional cases, and is not to be considered or treated as a routine extension of paid status for those who have by previous absences used up their sick leave and personal leave if applicable.

**Who Qualifies:** Those employees who voluntarily donate accrued sick leave to the bank.

**How to apply:** Submit a request to the Certificated Catastrophic Leave Committee, include dates of your intended absence and attach certification from your physician regarding your condition. You will then be notified in writing by Human Resources of the decision.

**“Catastrophic illness” means an illness that is expected to incapacitate the employee for over ten (10) consecutive days or incapacitate a member of the employee’s family, defined as mother, father, children, registered domestic partner, or spouse for over (10) consecutive duty days which requires the employee to take time off work during that entire period of time to care for that family member**

**\*\*Leaves from the Catastrophic Leave Bank shall be granted in units of no more than 30 duty days. The participant’s withdrawal from the bank per illness or injury may not exceed 174 days within 12 months except that participants requesting leave due to stress or psychological illnesses shall be limited to 30 days of catastrophic leave.**

**\*\*Being a member of the bank does not guarantee approval. Approvals are made based on the information provided by the employee and their physician.**

## **UNPAID LEAVE OF ABSENCE**

An employee may request an unpaid leave of absence by completing the appropriate form obtained through Human Resources. The form once completed will be reviewed by the Asst. Supt. Of Human Resources, Paul Fawcett, and the employee will receive a response in writing as to whether the request was approved or denied. Any attached documentation supporting your need for the leave should be attached to the form when it’s submitted.

Employees on District approved unpaid leaves of absence shall have the option to receive District health and welfare benefit coverage(s) for the period of the leave. An employee who elects to continue benefits must submit the total cost of the monthly premium payment (both District and employee contributions to the District no later than the fifth (5th) day of each month following approval of the unpaid leave. If the employee either elects to discontinue coverage or does not submit the payment in a timely manner, the District shall drop the employee from health and welfare benefit coverage. The employee may be reenrolled in District health and welfare benefit coverage(s) upon return to paid service. Further information may be obtained by contacting Anastacia Malm at 474-3000 ext. 1192

### **District Contacts:**

- Employee Leaves - Cyndie Clark  
HR Technician  
(805) 474-3000 ext 1195**
- Health Benefits - Anastacia Malm  
HR Technician  
(805) 474-3000 ext 1192**
- Payroll - Heather Reutzel A-F ext 1050  
Melodie Dean G-M ext 1056  
Michelle Molnar N-Z ext 1072  
Certificated Payroll**
- AESOP - Linda Botrell  
Sub-Coordinator/HR Clerk  
(805) 474-3000 ext 1199**
- All other Certificated Information  
- Jessica Borja (805) 474-3000 ext 1190  
Administrative Assistant**



**LUCIA MAR UNIFIED  
SCHOOL DISTRICT**

## **Certificated Employee Leaves**

*~Engage ~ Challenge ~ Inspire*

This brochure contains information regarding:

~Sick Leave  
~Family Medical Leave Act (FMLA)

~Maternity Leave/  
Pregnancy Disability Leave

~Parental Bonding Leave (PBL)  
California Family Rights Act (CFRA)

~Extended Illness Leave/  
Differential Pay  
~Industrial Accident Leave

~Catastrophic Leave  
~Unpaid Leave of Absence



## SICK LEAVE

Per LMUTA Contract Article V:

Sick Leave is defined as absence, without loss of compensation because of illness or injury of the employee. Ten (10) days of sick leave credit shall be granted annually for full time employees, cumulative without limit. Employees serving less than full time each year or less than full time each day shall be credited with a proportional amount of sick leave which bears the same ratio to their assignment as ten (10) full days per year bears to a full time annual assignment. Sick leave entitlement shall be credited at the beginning of each school year.

Per Ed Code five (5) additional sick leave days can be used as personal necessity if available.

**Note:** An employee must have sick leave available to access and use as personal necessity.

### **How to Use Your Leave:**

**Sick Leave**—Self

**Personal Necessity Leave**—Children, Spouse, or personal business .

**Personal Leave**—anything else

**\*Both Personal Necessity/Personal Leave are subtracted from your sick leave balance.**

## EXTENDED ILLNESS LEAVE

Per Ed Code 44984: Certificated employees are entitled to five (5) months of extended illness leave/differential pay. While under a doctor's care once an employee exhausts all leave balances differential pay begins.

Differential pay is calculated as follows:

Your Hourly Rate of Pay - Cost of Sub (Amount the sub is paid) = Differential Pay (the difference is the amount you are paid).

If at any time during the five (5) months of extended illness leave the employee does not have enough in their paycheck to cover deductions and insurance premiums the employee will be responsible for their insurance premiums to continue insurance coverage. The district continues contributions to an employee's insurance while

**Differential pay ends when the employee is cleared to return to work by their doctor.**

## FAMILY MEDICAL LEAVE ACT/FMLA

FMLA is twelve (12) work weeks of **unpaid** time off. The three (3) months of unpaid family care leave shall run concurrently with other paid leaves from the date of employer notice that the employee has qualified for such leave, except that the three (3) months of family care and medical leave shall run consecutively to any leave taken because of disability on account of pregnancy, childbirth, or related medical conditions.

Employees are eligible if they have worked for their employer for at least one year and for 1,250 hours and must have one of the following reason for requesting the leave:

- **Birth of a child**
- **Placement of a child for adoption or foster care.**
- **A serious health condition of your spouse, child or parent.**
- **Your own serious health condition.**

An employee must request FMLA prior to taking the leave and doing so by completing the Leave Request form in the Lucia Mar Leaves Packet. Physician's certification is required. The LMUSD Leave packet may be obtained by contacting Cyndie Clark at 474-3000 ext. 1195.

**During FMLA the district continues contributions to the employee's health insurance. If an employee does not have enough in their paycheck to cover their premiums they will need to pay that premium directly to Human Resources to continue coverage.**

## MATERNITY/PREGNANCY DISABILITY LEAVE

Under California Fair Employment and Housing Act if you are disabled by pregnancy, childbirth or related condition you are eligible for Pregnancy Disability Leave.

PDL is for any period of actual disability by your pregnancy, childbirth or related medical conditions up to four months (or 88 work days for a full time employee) per pregnancy. Physician's Certification will be required PDL is used in conjunction with FMLA and paid time for those who qualify. California Family Rights Act (CFRA) is another leave employees may be eligible to use. To find out about your leave options contact Cyndie Clatk at Human Resources.

**Lucia Mar does not pay into State Disability.**

## INDUSTRIAL ACCIDENT LEAVE (I.A.)

An employee suffering from a work related injury is entitled to sixty (60) working days of Industrial Accident Leave. This is sixty (60) days of leave per injury per the life of the injury. IA time is used in lieu of an employee using their sick leave when they are unable to return to work. Once Industrial accident leave has exhausted the employee will then use any available sick leave and that is followed by differential pay .

In order to use Industrial Accident Leave (IA) the employee's claim must not be in a delayed status. This occurs when the claim is going through an investigation for reasons such as late reporting, gathering of information, clarification needed, etc. All use of Industrial Accident leave must be accompanied by a physician note and will be verified by payroll prior to granting the use of the leave.

**If a claim is denied and the employee has used IA time that time will be reversed and the employee's sick leave will be charged.**

## PARENTAL BONDING LEAVE (PBL)

## CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Leave under AB 375 was modified on January 1, 2017. The new law states that any employee eligible for leave under Parental Bonding Leave i.e. child bonding is granted 12 work weeks of differential pay. Child bonding is leave immediately following and up to one year of the birth/adoption or foster placement of a child.. CFRA runs consecutive to PDL and FMLA.

