

During any school year, a classified employee may elect to use not more than seven (7) days of accumulated sick leave for any of the cases listed below:

- A. Classified employees shall not be required to secure advance permission for any of the following reasons:
1. Death or serious illness of a member of the immediate family when additional leave is required beyond normal bereavement leave. "Member of the immediate family" is defined in Bereavement Leave Regulations.
  2. Accident involving the employee or the employee's property or the person or property of a member of the immediate family.
  3. Inability to get to the employee's assigned place of duty because of inclement weather or mechanical failure, provided that no more than (2) full days of leave may be used for this purpose.

Education Code Section 45207 provides persons using sick leave for the above Purposes shall submit proof of alternate use of sick leave. Proof of alternate use of sick leave under this policy shall consist of:

The employee's signed statement outlining the urgent situation and where appropriate, the reasons why it was not possible to attend to the matter other than during the normal workday. Signed absence report shall be submitted to the District Office.

This policy is intended to provide classified employees the opportunity to use sick leave for the purpose of attending to urgent situations.

- B. Classified employees shall be required to give advance notice to superintendent or his/her designee for leave taken for any of the following reasons:
1. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
  2. To attend to legal matters affecting the health, safety, or economic well-being of the employee or member of the immediate family (excluding employment by another employer).
  3. Observance of religious holidays provided that no more than two (2) full days of leave may be used for the purpose.
  4. Such other reason which may be prescribed by the Governing Board.
  5. To participate in activities of the school or licensed child day care facility of any of his or her children. Employees who have legal custody of their grandchildren may also participate. This leave may not exceed eight (8) hours in any one month, or 40 hours in one year.
  6. This section allows for ten (10) "No Tell" days provided that these days are not used to seek or work at other employment or engage in concerted activities. If there are other extenuating circumstances that would necessitate additional days for alternative sick leave use than the ten days annually, the Board, through the recommendation of the Superintendent, may grant additional days.