

V POLICIES GOVERNING UNPAID TIME OFF

A. Approved Leaves of Absence

Sometimes employees may need to take a leave of absence from their employment. When an introductory employee takes a leave of absence, his or her introductory period is extended by the number of days of absence. A temporary employee is not eligible for a leave of absence pursuant to this subsection A.

If you take a leave of absence, you must return to work on the next regular working day after your leave of absence ends. If you do not, you will be considered to have voluntarily quit your job.

No leave of absence may be taken without written approval from your supervisor and the SLCWD Board of Directors. Typically, you must ask for approval in advance to take a leave of absence.

If you know you will need a leave of absence in advance (for example, in cases of military or pregnancy leave), you must give at least 30 days' prior written notice of the expected start date of your unavailability.

Except as required by law, the District cannot guarantee that your position will still be open when you return from your leave of absence. If your position has been filled or eliminated, the District will try to find you a comparable position. If one is not open, you will be offered the next available position for which you are qualified. If you do not accept that position, you will be considered to have voluntarily quit your job.

Each type of leave of absence has its own rules. All leaves of absence are unpaid. If you wish to take a leave of absence, you must consult with your supervisor and the Secretary, about the applicable restrictions.

Listed below are the types of leave of absence permitted by the District.

1. Medical Leave: Non-occupational Disability, Including Pregnancy, Childbirth, or Related Medical Condition:

Any regular full-time or regular part-time employee who, as a result of a medical disability, becomes unable to perform the duties of his or her position, and any employee who becomes disabled on account of pregnancy, may be eligible for placement on a medical leave of absence following exhaustion of the employee's sick leave, for all or a portion of the period of the employee's disability as described below.

- (a) Commencement of Leave.

A medically disabled employee becomes eligible to commence his or her disability leave on the day following exhaustion of his or her accrued sick leave benefits and vacation benefits, or on the eighth day following the onset of his or her disability, whichever is later.

- (b) Duration.

The leave extends for the duration of the disability, up to a maximum of four (4) months, measured from the onset of the disability.

(c) Verification of Disability.

The District reserves the right to request at any time that an employee confirm the existence of his or her disability with a written verification from a licensed physician.

(d) Sick Leave Accrual, Vacation Accrual, and Holiday Pay.

Neither sick leave nor vacation will accrue during any period of absence on disability leave. Employees on leave also do not receive holiday pay. Medical, dental, and other insurance benefits will continue during any period of absence on disability leave.

(e) Verification of Ability to Return.

The District reserves the right to require written verification from a licensed physician that an employee's disability does not impair the employee's ability to perform the essential functions of his or her job before permitting the employee to return to work.

(f) Subsequent Leave for the Same Disability.

If an employee returns to work from an approved disability leave of absence before the lapse of the approved leave period and thereafter is granted one or more additional leave for the same disability, the additional leaves may continue only until the employee has spent a combined total four (4) months absent from work due to disability. After the lapse of four (4) months of absence for the same disability, the employee's employment with the District will terminate.

(g) Termination of Employment.

Except as provided by law, after four (4) months on disability leave and subsequent layoff, an employee's employment with the District will terminate.

(h) Termination During Leave of Absence

An employee may be subject to termination during a leave of absence for the reasons including but not limited to the following:

(i) Failure to keep the District informed of medical status if on a medical disability leave, including maternity/pregnancy-related leave; and

(ii) A medical determination that the employee is physically unable to return to work or to return to work without imminent and substantial risk of injury or further injury to himself or herself or significantly greater risk to others.

The District reserves the right to require an employee on any medical disability leave, including maternity/pregnancy-related leave to be examined at District expense by a District-selected physician prior to his or her return to work.

If business conditions require a reduction in force, employees on an approved leave of absence will be considered for layoff and treated as active employees for purposes of the selection process.

2. Medical Leave: Occupational Disability.

If you are injured at work, you may be allowed to take an unpaid leave of absence until (1) a recognized medical professional certifies that you are allowed to resume all of the duties of your former position; (2) you are able to come back to work in your position (i.e., your condition is permanent and stationary); or (3) you resign, quit, or otherwise indicate that you are not going to return to your job.

3. Military Service.

Employees are eligible for military leaves of absence in accordance with law. The specific terms and nature of your right to return to your job after a military leave are governed by law. If you have questions about military leaves of absence, please call the Secretary.

B. Other Allowable Time Off

There may be other times, such as the following occasion, when you must miss work. You must inform your supervisor with as much advance notice as possible when you know you will be absent. Temporary employees are not eligible for the following leaves of absence.

1. Jury Duty

If you receive a jury summons, you must inform your supervisor and the Secretary immediately. If you cannot be excused from jury duty or your work schedule cannot be rearranged to avoid conflict, you will be allowed to take time off with pay for each full or partial working day you serve on jury duty. Any funds received from the court for jury duty shall be deducted from the net pay due you.

You must report to work on days or parts of days when you are not required to serve. If you do not return to work immediately after an approved leave for jury duty, the District may assume you voluntarily quit your job.

2. Witness Duty

You may be required by law to appear in court as a witness. If you give reasonable advance notice to your supervisor, you will be allowed to take unpaid time off. If your appearance in court concerns an action involving the District where you are a witness on behalf of the District, then you will be paid for such appearance on the same basis as you are paid for any work day.

3. Voting Time

If you would not be able to vote on Election Day because of your work schedule, the District will give you up to two hours time off with pay to vote. You must tell your supervisor that you will need time off to vote as soon as you know this, but not less than three work days before Election Day. Your supervisor may require you to take voting time at the beginning or end of your shift. Your supervisor will ask you to present a voter's receipt before you are paid for voting time off.

4. Death in Immediate Family

You may be absent with pay for up to three (3) normally scheduled, consecutive working days per year because of death in the immediate family. A maximum of five (5) consecutive working days may be authorized in those cases where the funeral is over 300 miles from your place of employment at Sacramento, CA, or Soda Springs, California. Immediate family includes current spouse, mother, father, sister, brother, child, current brother-in-law, current sister-in-law, grandparents, and grandchildren.

If you are still in your introductory period, you may be allowed to take unpaid bereavement leave up to three days with written approval of your supervisor. This leave will extend your introductory period.