

Global Education Collaborative

BOARD POLICY

TITLE: Updated GEC Sick Leave Policy to be effective 7/1/2015

DATE: This Updated Policy was adopted by the Board on 2015.06.25.

PURPOSE: To update Global Education Collaborative's (GEC) sick leave policy to be compliant with new CA labor laws.

POLICY: **SICK LEAVE**

Sick leave is offered to offset the impact to income when an employee suffers an illness or injury that prevents the employee from working. Sick leave may only be used for an actual illness or injury and for no other purpose.

All employees are eligible for sick leave, including regular full-time, part-time, seasonal and temporary (including substitute teachers) both exempt and non-exempt, who work in a Global Education Collaborative school 30 or more days in a year.

All part-time eligible employees will receive 24 hours at the beginning of each year commencing July 1, 2015. Full-time classified and full-time non-UTLA certificated staff will receive 48 hours at the beginning of each year. Full-time teaching staff will follow the UTLA bargaining agreement regarding Sick Leave and PTO.

USE: New hire employees will be entitled to use accrued sick leave on the 90th day of their employment and may use sick leave in increments of 1 hour. Employees must provide reasonable advance notice of the need for sick leave if foreseeable. If not foreseeable, the employee must provide notice as soon as practicable.

Sick leave may be used for the diagnosis, care, or treatment of an existing health condition, or for preventative care for the employee or the employee's family member. Family member includes: child, spouse, parent, registered domestic partner, grandparent, grandchild and sibling.

Sick leave may also be used for victims of domestic violence, sexual assault or stalking and for the purposes described in Labor Code sections 230(c) and 230.1(a) relating to obtaining relief therefrom.

CARRY OVER & CAP: The following carry-over policy applies:

Full-time classified staff and full-time non-UTLA certificated staff: Unused sick-leave may be carried-over. Accrual will freeze when 12 days/96hours of sick leave is reached.

Sick leave will not be paid out upon termination of employment. If an employee separates from a Global Education Collaborative school and is rehired within one year, previously unused paid sick days will be reinstated.

Part-time staff: There is no carry-over of any unused sick time to the following year but 24 hours will be banked for use at the beginning of each successive year.

Sick leave will not be paid out upon termination of employment. If an employee separates from a Global Education Collaborative school and is rehired within one year,

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previously unused paid sick days will be reinstated.

Full-time teaching staff: Will follow the UTLA bargaining agreement regarding Sick Leave and PTO.