



Employee Checklist For Taking Extended Leave

There are a variety of types of Leaves that an employee may be entitled to. Some Leave provisions are found in the law and require employers to mandatorily follow. Other types of Leaves may only be found only in the respective Collective Bargaining Agreements, and are discretionary(District Administration, and Board of Trustees determines approval of Leave or not). Some Leaves may include job protection and benefit protection, others not.

As a result of the complexity, a checklist has been provided to assist you in obtaining the necessary information to plan for any type of Leave.

- Determine what type of Leave you may need.
 - Leave Request Form
- If you are under a Collective Bargaining Agreement, review the Leaves section:
 - RTPA
 - CSEA
- Contact Director, Personnel Services at 624-2428 to schedule an appointment to discuss Leave details.
- Items to consider:
 - Any type of Medical Leave will require a note or medical certification from your medical professional.
 - If requesting leave to be a caregiver, please refer to the leave information found on the website under HR and Employee Leaves. There are limitations on paid leaves that can be used.
 - Identify your current Leave balances (sick, vacation) which can be found on your paystub. You will need to compare to time taken off since your last paystub.
 - Potential length of Leave
 - Third party disability plans. Did you have one? Can often be found by looking at paystub. (Certificated: The Standard, Classified: SDI, Administrators: Cigna)
- General Progression of Paid Leave:
 1. Sick Leave
 2. Vacation (For those who have it and give permission to use it)
 3. Catastrophic (if granted by committee)
 4. Extended Sick Leave (often referred to differential leave). Employees are entitled to 100 days to assist in returning to work. The general premise of extended sick leave is the employee's salary minus the cost of the

substitute. Employees taking leave to be a caregiver are not eligible for extended sick leave.

5. Unpaid leave: in certain types of Leaves, once all paid Leave is exhausted, and employee can request an unpaid leave.

For Certificated employees:

- In order to move a step on the salary schedule, you must work 75% of days in a school year. The RTPA contract allows you to count up to ninety days of fully paid sick leave toward the 75% of days worked. Extended sick leave(substitute differential does not count as fully paid).
- If you are a probationary teacher, you must work 75% of the days in a school year to gain a year toward tenure or be tenured in your third year. Any days not at work do not count toward the 75%.