

YOSEMITE COMMUNITY COLLEGE DISTRICT

EXTENDED SICK LEAVE

PURPOSE

Regular full-time employees are entitled to full salary sick leave at the rate of eight hours per month of service and regular employees on part-time assignments are entitled to such leave on a pro-rata basis. Additional half-salary sick leave is available in an amount of 100 days per year for regular full-time employees and a pro-rata amount for part-time employees. This additional half-salary sick leave is known as “extended sick leave” (ESL).

ESL days are compensated at 50% of employee’s regular salary and is exclusive of any other paid leave, holidays, vacation or compensating time to which the employee may be entitled.

ESL runs concurrently with other applicable leaves, i.e. Family Medical Leave.

ELIGIBILITY

Full-time or part-time permanent employees are eligible for this leave. Eligible employees will transition into ESL after accrued sick leave has been exhausted.

With administrative approval, and certified by a health care provider, leave may be also used for intermittent or reduced work schedule when medically necessary. ADA accommodations may apply.

REQUEST FOR LEAVE

To qualify for ESL, an employee must complete an ESL application, submit an absence form and provide a medical certification from the employee’s health care provider beginning with the first day of ESL.

The certification must include: (1) a statement that the employee is temporarily unable to work; (2) the extent of the inability, i. e., total or partial; and (3) the start date and estimated period of the illness or condition causing the inability to work.

This certification and the employee’s request shall be made in writing to BOTH the employee's administrator and Human Resources at least thirty days before the anticipated start of leave, when possible. In the event of an emergency, the request shall be made immediately.

Failure of the employee to submit a statement of absence form or the required certification shall result in the absence being considered unauthorized leave.

MEDICAL CERTIFICATION STATEMENT

An application for leave must be accompanied by a Medical Certification Statement completed by a health care provider.

The certification must include: (1) a statement that the employee is temporarily unable to work; (2) the extent of the inability, i. e., total or partial; and (3) the start date and estimated period of the illness or condition causing the inability to work.

If leave is for intermittent or a reduced work schedule, the certification should also state whether it is medically necessary and, if so, the estimated amount of time off required for doctor's visits and duration of treatment. If reduced or modified work is medically necessary, ADA accommodations may apply.

If additional leave is necessary beyond the period stated in the original medical certification, recertification is required.

RELEASE TO FULL DUTY/RETURN TO WORK/ FAILURE TO RETURN

The District requires a return to work certification from a health provider confirming that the employee is physically able to return to work without restrictions. The employee is expected to return to work on the date stated in the medical certification. Failure to return from leave may be construed as an abandonment of the employee's position.

If the employee is able to return earlier, both the employee's administrator and Human Resources shall be notified at least five (5) days prior, and a written medical release without restriction is required.

REINSTATEMENT RIGHTS

An employee on ESL is entitled to be returned to the same position held prior to the leave, if still available, or to a comparable position with equivalent pay, benefits, if applicable, and other terms and conditions of employment, subject to provisions of the contract with the relevant bargaining unit. Under Extended Sick Leave the employee will continue to accrue benefits such as sick leave, vacation, and seniority. Extended Sick Leave is counted as active work status for purposes of pension vesting or eligibility in pension plans.

TRACKING EXTENDED SICK LEAVE

ESL is counted in full days and is tracked on a 12-month period, measured from the first date leave is used. Each time an employee uses extended sick leave days the remaining leave entitlement would be any balance of the 100 days which has not been used within the 12-month period.

Example of use of ESL: An employee uses 60 days of extended sick leave beginning February 1, 2012 then used an additional 20 days in June 2012 and used another 20 days in October 2012, using a total of 100 days. The employee would not be entitled to any additional extended sick leave until February 1, 2013.