

Absence Reason Explanations

Sick Leave-SL

Employees get 1 day of SL per month worked. For example, a 9.5 month employee gets 9.5 days, an 11 month employee gets 11 days. SL carried over without limit. May be used for personal illness or personal doctor appointments.

Personal Necessity-PN

Employees may use 7 days per year of their accumulated sick leave (comes off PN *and* SL balances) for the following reasons:

- in cases of death of a member of the immediate family not covered under BL, other relatives including foster parents, step parents, and close personal friends;
- in case of accident, illness or injury involving the unit member's personal property, or the personal property of a member of the immediate family, other relatives including foster parents, step parents, and close personal friends;
- to attend to legal matters; (advanced notice should be given)
- for the birth or adoption of his or her child;
- in cases where the unit member is unable, in an emergency situation, to reach the assigned place of duty because of circumstances totally beyond control;
- for matters affecting the well-being of a unit member or the immediate family; (advanced notice should be given)
- for religious observances; (advanced notice should be given)
- for attendance at weddings or ceremonies honoring the unit member or members of the immediate family. (advanced notice should be given)

*To use PN employees must enter the reason for the absence under "Notes to Administrator" in Aesop.

No Tell-NT

For every twenty days of total SL earned by July 1 of each year, one day of sick leave may be used without providing a reason. In July any NT time earned will be assigned to your NT accumulation balance and you may not use a NT day if you have not earned it. A day of NT comes out of both the NT balance *and* the SL balance. (advanced notice should be given in non-emergency situations)

Family Illness-FI

Employees accrue 3 days per year. These days do not carry over. Absence to care for a member of the family who is ill, including ONLY: Parent, Child, Grandparent, or Grandchild, Spouse, Domestic Partner, Sibling, Son or Daughter in Law, Step Son/Step Daughter, or any person living in the immediate household of the unit member and registered with the district on the site Emergency Card.

*To use FI employees must enter the member of the family they were needed to care for under "Notes to Administrator" in Aesop.

Bereavement Leave-BL

ONLY for immediate family, as detailed in Family Illness above.

Up to 3 days of paid leave - or if travelling out of state or more than 200 miles, 5 days paid leave. To take bereavement time for family members not listed above, you must use a sick day under PN.

*To use BL employees must enter the member of the family member they were absent for under "Notes to Administrator" in Aesop.

Vacation-VA (approval email)

Only earned by classified employees working 10 months or more. Accrued based on years worked.