

Leave Policy

Family and Medical Leave

Please refer to the adopted Northern California Conference Employment Policies regarding Family and Medical Leave (FMLA).

Sick Leave Policy

Sick leave is for the PERSONAL illness or injury of the employee.

All teachers in the Northern California Conference are entitled to ten (10) working days (prorated by percentage of full time employment) per year of paid sick leave. Teachers may accrue up to 130 days of sick leave based on years of denominational employment. Leave earned while in the employment of a conference or institution other than the Northern California Conference must be verified at the time of employment in the Northern California Conference.

Each time an employee is absent from school due to illness or a doctor's appointment, or for any condition allowed by the Northern California Conference Family and Medical Leave Policy, the time off must be reported to the Office of Education on forms available from the Office of Education. Time off should be reported for all absences, including personal leave time. Even when no substitute teacher expense is incurred, a half day or more of time off must be reported.

Illness or injury extending for more than 5 consecutive work days shall be by recommendation of the attending physician. The employer may request a written evaluation and recommendation. The employer may request a medical evaluation by a physician of the employer's choice. The employer shall have the right to determine if paid leave will be granted after reviewing the medical recommendations.

Pay cannot be collected for unused Sick Leave upon termination.

Emergencies During the First Three Years of Teaching -- Should a teacher have an accident or need major non-elective surgery or need to be out due to the birth of a child during the first three years of teaching, the teacher will be granted up to an additional ten days paid sick leave.

1. The teacher must request this extra sick leave in writing.

2. The teacher must agree, in writing, to amortize the extra ten days over a three year period starting with the school year following the one in which the extra days were granted.
3. Should employment with the NCC be terminated prior to the three years of amortized teaching, the teacher will re-pay the unamortized payment received.

Transfer of Sick Bank-Employees may transfer up to two days of sick bank to another employees' sick bank per school year with NCC Office of Education approval. Employees may receive no more than 20 days per school year of transferred sick bank.

Sick Bank Verification - To transfer sick leave from previous employment in denominational entities,

1. Obtain a letter from the previous employer stating how much sick leave had been accumulated at the time of the transfer. Submit a copy of the Sick Bank Verification form to the NCC Office of Education.
2. If the previous conference states that no sick leave records were kept, submit the signed and completed *Sick Bank Verification* form. Employees will be granted five days for each year worked full-time in the other denominational organization(s). A part-time employee would be granted days according to the percentage of full-time they have worked.

Paid Leave for Regular Hourly Employees

Paid vacation time, the employee's birthday and short-term sick days together comprise Paid Leave. An employee begins earning Paid Leave when employment begins. This time is accrued and used to cover unworked days. There are no restrictions for the use of Paid Leave as long as the supervisor agrees and the work load is properly cared for.

Long-term Sick Leave is also accumulated and is held to cover the possibility of long-term illness. This reserve is referred to as "Sick Leave." To draw on this bank the employee must be hospitalized or unable to work for more than three consecutive working days. The first three days will be paid from Paid Leave and subsequent time from Long-term Sick Leave. Paid Leave, and Long-term Sick Leave may not be overdrawn.

Paid Leave is accrued at a rate of 0.094 hours per hour worked during the first four years of service; 0.113 hours per hour worked during the next five years of service; and 0.133 hours per hour worked for those with more than nine years of service. Accrued Sick Leave is accrued at a rate of 0.019 hours per hour worked for all employees.

Unused Paid Leave hours can accumulate up to a maximum of 266 hours. When employment is terminated, payment will be paid at the current wage rate for the

employee for any unused Paid Leave hours earned. (No Paid Leave is accrued on Paid Leave which is paid at termination.)

Sick Leave can accumulate to a maximum of 1000 hours. Pay cannot be collected for unused Sick Leave upon termination.

Personal Days – (10 month employees)

By approval of the immediate supervisor and with adequate notice to secure a qualified substitute, a teacher may request leave for personal reasons. Two weekdays maximum, per school year, will be permitted with pay. Unused personal days may be banked, up to a maximum of four personal days. These are not intended to extend a regular holiday or vacation. Such leave time will be charged against the teachers' sick bank. Employees who take leaves for personal reasons beyond the banked amount will experience a reduction in pay. The reduction in pay will be based at 75% of a daily rate calculated at the 97% salary scale. At the discretion of the immediate supervisor, in unusual circumstances, employees may be granted personal leave beyond the banked amount without a reduction in pay.

Twelve-month employees who wish to take personal days may use vacation as outlined in the Pacific Union Education Code E10-164.

Birth/Adoption Leave

A leave of five consecutive days shall be granted for the birth or adoption of a child at the time of the birth or adoption. This is available to both men and women. This leave shall NOT be deducted from paid leave.

Leave taken because of pregnancy-related illness or postpartum illness is treated as medical leave. It is not counted as part of the five-day birth/adoption leave, but is in addition to it. Birth/Adoption Leave is coordinated with the Family Medical Leave Act. (See that section for more information.)

Bereavement Leave

Up to three work days of paid leave may be taken for death in the employee's immediate family. The site administrator has the discretion to extend this leave for extenuating circumstances. This leave shall NOT be deducted from sick leave.

Family Illness

Five work days per year may be taken for illness in the immediate family. Such leave time will be charged against sick leave and will be coordinated with the Family Medical Leave Act (See that section for more information.)

Jury Duty

Employees selected for jury duty may be paid for up to 10 work days. This time shall NOT be deducted from sick leave.

Sabbatical

See Pacific Union Education Code: F19-112

Mission Trip

Employees may have the opportunity to participate in a mission trip sponsored by any NCC church or school. For such trips, employees may, after using the 2 personal days allotted for the year, be granted 5 consecutive days as approved by the local school board. These days shall NOT be deducted from sick leave.

Professional Growth

Two days per year (one for teachers who are employed less than half time) may be taken for the completion of a teacher-written, administrator-approved professional growth plan. These days shall NOT be deducted from sick leave.