

NON-BARGAINING UNIT CERTIFICATED EMPLOYEES (ADULT EDUCATION): RATE OF PAY AND LEAVES OF ABSENCE - ADMINISTRATIVE REGULATIONS

This regulation does not apply to certificated summer school employees or substitute teachers.

I Rate of Pay

- A. The rate of pay for hourly certificated employees assigned to the adult education program shall be determined periodically by the assistant superintendent - human resources, based on a survey of prevailing wages.

II Adult Education Work Year, Work Day and Leaves of Absence

- A. The work year for a full-time adult education teacher consists of four ten-week quarters and a seven-week inter-session during the summer months.
- B. A full teaching assignment is considered thirty-three-and-three-quarter hours per week.
- C. Any adult education teacher who teaches less than 60% of the hours per week set forth in B above is a part-time temporary contract certificated employee (EC 44929.25, Title V).

III Leaves of Absence

A. Illness and/or Injury

- 1. Credentialed individuals paid on an hourly basis are entitled to be compensated while ill or injured. This sick leave is allocated by crediting one hour of sick leave for every twenty hours of work. This calculation is done in advance for each period of time in which an individual is under contract with the District.
- 2. Individuals who are ill for four consecutive work days must upon their return to work submit a certificate signed by a medical doctor that verifies the illness or injury and also releases the individual to return to work.
- 3. Sick leave shall be accrued without limit as long as the individual is employed by the District.
- 4. There will be no charge against an individual's sick leave if, because of another's illness, s/he has been quarantined by county health officers.
- 5. All requests for use of sick leave must be made on District approved forms.

B. Bereavement Leave

1. In the event of a death in the immediate family, an employee shall be entitled to a leave of absence not to exceed three days, or five days if out-of-state travel is required. No deduction shall be made from the salary of such employee.
2. An employee may use additional days of personal necessity leave for bereavement purposes.
3. Members of the immediate family are defined as: mother, father, grandmother, grandfather, grandchild of the employee or spouse of the employee, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative or stepchild living in the immediate household of the employee.

C. Personal Necessity Leave

1. Up to seven days of sick leave per year may be used for reasons of personal necessity leave as defined below:
 - a. Death or serious illness of a member of the immediate family as defined under Bereavement Leave. The serious illness must call for services of a physician; and (upon District request) be verified by the physician's statement; and be of such emergent nature that the immediate presence of the employee is required during his/her work day.
 - b. Accident involving his/her person or property or the person or property of his/her immediate family of such emergency nature that the immediate presence of the employee is required during his/her work day.
 - c. Appearance in court, other than District related, as a litigant or as a witness under an official order. Prior approval is required to utilize this provision.
3. For reasons 3.a and 3.b above and those involving extenuating circumstances, the approval shall be requested by the employee within two days of the employee's return to duty. A request for approval subsequent to the leave may result in a loss of pay if the absence was not a personal necessity.

D. Jury Duty Leave

1. Employees who are called to serve on a jury shall be entitled to be absent from duty without loss of pay and without loss of accumulated sick leave.
2. The employee shall reimburse to the District the amount of payment received for jury duty. Any meal, mileage and/or parking allowance provided the employee for jury duty

shall not be considered in the amount received for jury duty.

E. Maternity Leave

Maternity leave (pregnancy disability leave) shall be granted by the Board of Trustees in accordance with Education Code 44965 and subject to the following conditions:

1. Employees shall be entitled to utilize accrued sick leave for the period of time that they are temporarily disabled resulting from the employee's pregnancy, miscarriage, childbirth and recovery therefrom.
2. The length of leave, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician. A letter verifying the length of the temporary disability (leave) shall be signed by the employee and the physician and filed in the Human Resources Division.
3. The employee shall notify the District of her pregnancy not less than 90 days prior to the expected date of delivery.
4. The manner of reporting absence for a temporary disability resulting from pregnancy, miscarriage or childbirth, and recovery therefrom, shall be the same as the manner of reporting sick leave except as noted above.
5. Leaves of absence relating to pregnancy (i.e., child care), which are in addition to sick leave granted for the temporary disability, may be granted in accordance with unpaid leave.

F. Unpaid Leave

1. All other leaves including those for study, travel, rest, recreation, or child rearing are considered unpaid leave. Any unpaid leave is limited to a maximum of thirty calendar days, and must be requested a sufficient number of days in advance to be given proper consideration. Approval will be at the discretion of the program director. At the end of the leave, the employee shall be placed in a position with the same number of hours worked at the time the leave was granted. The employee shall be placed in that position which best meets the needs of the program, but may or may not be assigned to his/her original position.
2. Request for all leave must be made on District approval forms. Failure to submit a form will result in loss of hours and compensation.

ADOPTED: 6-28-94

DISTRICT SUPERINTENDENT

AMENDED: 3-12-96

PLEASANTON UNIFIED SCHOOL DISTRICT

REVIEWED: 3-26-96

PLEASANTON, CALIFORNIA