



Employee Policies BP 07-16

Board Policy: PAID SICK TIME

The Gateway Community Charters (GCC) board shall provide for paid and unpaid leaves of absence in conjunction with GCC BP 07-15 and comply with the California Healthy Workplaces, Healthy Families Act of 2014.

Full-Time Employees (30+ Hours a Week)

GCC provides all full-time employees with ten (10) paid sick days per fiscal year (July 1-June 30) with the ability to carry forward an unlimited amount of days. The employees will be credited five (5) days on July 1st and five (5) days on January 1st. New employees receive a prorated portion of sick time for the current fiscal year based on their hire date. Employees who are in negative sick time status will not be able to take time off unless it is unpaid - GCC has the discretion to dock employee pay as necessary.

Part-Time Employees (12+ Hours per Week)

Part-time employees working twelve (12) or more hours a week (not in a substitute position), will receive a prorated portion of the sick time. New employees receive a prorated portion of sick time for the current fiscal year based on their hire date. Employees who are in negative sick time status will not be able to take time off unless it is unpaid - GCC has the discretion to dock employee pay as necessary.

Part-Time Employees (Less than 12 Hours per Week) and Substitutes

Part-time employees working less than twelve (12) hours per week and substitutes who work at least thirty (30) days within the span of a single calendar year from the commencement of employment, will accrue one (1) hour of sick time for every thirty (30) hours worked up to a maximum accrual of twenty-four (24) hours or three (3) days, per fiscal year. After successfully completing ninety (90) days of employment, eligible employees may begin to use paid sick time, in increments of one (1) hour up to a maximum of twenty-four (24) hours, or three (3) days, whichever is greater, per fiscal year. Employees in this category may carry forward and accrue a maximum capped total of forty-eight (48) hours or six (6) days of paid sick leave.

The use of the sick time accrual will comply with the guidelines below.

1. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.
2. Employees may use up to five (5) days of sick leave for personal necessity purposes. Personal necessity is defined as; death of a member of the immediate family, an accident involving the employee's person or property, a serious illness of a member of the employee's immediate family (immediate family is defined as: current spouse, registered domestic partners, child (regardless of age), parents, step-parents, legal guardian, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law), appearance in any court or before any administrative tribunal, fire, flood, or other immediate danger to the employee, personal business of serious nature which the employee cannot disregard, victim of violent crime or domestic violence, sexual assault, stalking, time off for school appearances to participate in activities related to a child being suspended from school, absence as an active military personnel or spouse, volunteer civil service duty, jury/witness duty, and donation of organ/bone marrow.
3. Leave for personal necessity may be allowed for other reasons at the discretion of the GCC Board or designee; However, no such leave shall be granted for purposes of personal convenience, recreation, seeking other employment, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The GCC board or designee shall have the final discretion as to whether a request reflects true personal necessity. Personal necessity does not carry over year to year, and is not paid out upon separation from employment, as this leave is part of sick leave.
4. Routine medical and dental appointments shall be scheduled outside the workday. The employee shall receive prior approval from the immediate supervisor for medical or dental appointments which are other than routine and which cannot be scheduled outside of the workday.
5. Employees are allowed to use up to 20 days of their available sick time per fiscal year.
6. Employees on an approved FMLA, CFRA, and/or PDL leave of absence, requesting to use sick time beyond 20 days in a fiscal year, may do so during his/her approved leave. Any days requested beyond 20 days will be paid at a rate which is the difference between the employee's daily rate and the daily rate of the substitute or if no substitute is available, the normal substitute rate of pay that would have been paid.

7. Should the employee exceed their allowable or available sick days, any further days taken would result in a reduction of salary on an hourly or per diem basis, as applicable.
8. The employee shall submit an Employee Absence Request form, available on the GCC website, to request approval of an absence. Signed absence forms must be submitted to Human Resources for processing within five (5) days of the absence.
9. In the case of an absence for more than three (3) consecutive days, a physician's statement and/or request for leave of absence will be required. When applicable, the employee should make every attempt to submit the physician's statement along with the absence form. However, the physician's statement must be submitted within two (2) weeks of the return from the absence. If a physician's statement is not submitted, or leave of absence approved, within (2) weeks of the absence, it will result in a reduction of salary on a per diem basis. Special consideration may be given for absences beyond (3) consecutive days when the absence is due to bereavement leave for an immediate family member. An immediate family member is defined as: current spouse, registered domestic partner, child (regardless of age), parents, step-parents, legal guardian, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law.
10. Employees returning to work from extended illness, including surgery or injury may be required to present a doctor's release prior to returning to duty.
11. For non-exempt and exempt employees, sick time deducted shall be in fifteen (15) minute increments.
12. Abuse or misuse of an employee's leave privilege will not be permitted.
13. Unused sick time is not paid out at the time of separation from employment. However, eligible employees who are re-employed with the GCC within twelve (12) months of separation will have their accrued unused sick time off under this policy made available to them.
14. The GCC does not accept any transfers in of sick or leave time from an employee's prior employer. Whenever an employee separates from the GCC, the GCC works with requesting district to transfer available sick days whenever the accepting institution has policies allowing for such.

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