



Human Resource Services

Leaves: Represented Employees

(SEIU, TCS, TEAMSTERS, UPE, SCTA)

| Leave Group | Vacation | Sick Leave | Vacation Carryover & Accrual | Personal Necessity | Workers' Comp | Emergency | Bereavement | Imminent Death | FMLA* | May Request Pay For: |
|-------------|---|--|--|---|-------------------------------|--|--|---|---|---|
| TCS | 1-14 Yrs = 20 Days for 12 Months 16 Days for 10 Months 15+ Yrs = 22 Days for 12 Months 18 Days for 10 Months | 1 Day for each calendar month of service. Unlimited Accrual | 1-5 Yrs of Service = 12 Days Carryover Maximum Accrual: 12 days + # days earned per year (12-mo employee can accrue 32 days) 5+ Yrs of Service = 14 Days Carryover Maximum Accrual: 14 days + # days earned per year (12-month employee can accrue 36 days) | 9 Days Deducted from sick leave accrual. | 60 Days per recognized injury | 3 Days Full Pay Not deducted from sick leave accrual. | 4 Days Full Pay 1 Day Full Pay for travel for more than 250 miles. Not deducted from sick leave accrual. | 3 Days Full Pay 2 Days sub differential pay for travel or legal issues. Not deducted from sick leave accrual. | 12 Weeks Unpaid Qualify after working 12 consecutive months and at the time of request 1,250 Hours. Does not accumulate, but remaining balances may apply | 12 Days Vacation Annually Maximum payoff upon separation: 28 - 34 Days based on years of service, carryover and accrual. |

* Family Medical Leave Act leave runs concurrently with sick leave (for an employee's own illness), vacation, all other types of paid time (i.e. comp time), Workers' Compensation, and Pregnancy Disability. In addition, Assembly Bill 109 entitles employees to use in any calendar year the employee's accrued sick leave in an amount not less than the amount which would be accrued during any six-month period to attend to the illness of his or her child, parent, or spouse. Employees may use up to 40 hours of unpaid leave, vacation, or comp time off each school year to participate in school or day care activities. Such leave shall not exceed 8 hours in any month of the school year and reasonable notice must be given.



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|-------------------------|---|--|--|---|-------------------------------|-----------------|---|--|--|---|
| TEAM - Teamsters | 1-14 Yrs = 20 Days 15+ Yrs = 22 Days | 1 Day for each calendar month of service with an annual maximum of 13 days. Unlimited Accrual | 1-5 Yrs of Service = 12 Days Carryover Maximum Accrual: 32 days with 1-14 years of service. 6+ Yrs of Service = 14 Days Carryover Maximum Accrual: 36 days with 15+ years of service. | 9 Days Deducted from sick leave accrual. | 60 Days Per Recognized Injury | 3 Days Full Pay | 4 Days Full Pay 1 Day Full Pay for travel for more than 250 miles. | 3 Days Full Pay 2 Days sub differential pay for travel or legal issues. | 12 Weeks Unpaid Qualify after working 12 consecutive months and at the time of request 1,250 Hours. | 12 Days Vacation Annually Maximum Payoff Upon Separation: 32 - 36 Days based on years of service, carryover and accrual. |

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| UPE | <p>If hired after 7/1/2017, as a 12-month employee (new hire) Vacation is not earned.</p> <p>If in a 12-month position prior to 6/30/2017, then you have 5 days of vacation to use, not to be accumulated or carried over; will be paid at the end of the fiscal year if not used.</p> | <p>12 Days for 12-month employee</p> <p>Pro-rated for 11-month and/or 10-month employees</p> <p>Unlimited Accrual</p> | <p>Vacation is not accumulated per school year.</p> | <p>9 Days (Compelling Personal Importance)</p> <p>Deducted from sick leave accrual.</p> | <p>60 Days Per Recognized Injury</p> | <p>2 Days Full Pay - FLSA exempt employee. Not deducted from sick leave accrual</p> | <p>4 Days Full Pay</p> <p>1 Day Full Pay for travel for more than 250 miles. Not deducted from sick leave accrual.</p> | <p>3 Days Full Pay - FLSA exempt employee.</p> <p>Plus</p> <p>2 Days Full Pay for travel or legal issues. Not deducted from sick leave accrual.</p> | <p>12 Weeks Unpaid</p> <p>Qualify after working 12 consecutive months and at the time of request 1,250 Hours. Does not accumulate, but remaining balances</p> | <p>Not applicable</p> |

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| SCTA 6 Hours | Not Applicable | 6 Hours for each month of service. (Pro-rated hours according to Full Time Equivalence) Unlimited Accrual | Not Applicable | Compelling Personal Importance: 9 Days of 6 hours each Deducted from sick leave accrual. | 60 Days per recognized injury. | 3 Days at 6 hours each of full pay Not deducted from sick leave accrual. | 4 Days at 6 hours each of Full Pay 1 Day at 6 hours of Full Pay for travel for more than 250 miles. Not deducted from sick leave accrual. | 3 Days at 6 hours each of Full Pay 2 Days of 6 hours each of sub differential pay for travel or legal issues. Not deducted from sick leave accrual. | 12 Weeks Paid by using sick leave if: for birth, adoption, foster of child Qualify after working 12 consecutive months and at the time of request worked at least 1,250 Hours. FMLA for Family member: UNPAID Does not accumulate, but remaining balances may apply. | Vacation Not Applicable |

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| SCTA 8 Hours (Children Center Teachers) | 14.667 Hours per month for each month worked (12-month, 8-hour employee). | 13 Days Unlimited Accrual | 12 Days Carryover | Compelling Personal Importance: 9 Days of 8 hours each Deducted from sick leave accrual. | 60 Days per recognized injury. | 3 Days at 8 hours each of full pay Not deducted from sick leave accrual. | 4 Days at 8 hours each of Full Pay 1 Day at 8 hours of Full Pay for travel for more than 250 miles. Not deducted from sick leave accrual. | 3 Days at 8 hours each of Full Pay 2 Days of 8 hours each of sub differential pay for travel or legal issues. Not deducted from sick leave accrual. | 12 Weeks Paid by using sick leave if: for birth, adoption, foster of child Qualify after working 12 consecutive months and at the time of request worked at least 1,250 Hours. FMLA for Family member: UNPAID Does not accumulate, but remaining balances may apply | May cash out any vacation hours that are over the 12 days allowed to carryover. |

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