



HUMAN RESOURCE SERVICES
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Jorge A. Aguilar, *Superintendent*
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SUBJECT: FFCRA Leave Requirements Expired December 31, 2020 **HR-19**

TO: All Employees

DATE: January 27, 2021

PREPARED BY: Clarissa Ramirez,
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REVIEWED BY: Shawn Hadnot, Employee Relations Director
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Understandably, there is a lot going on. As we enter the new calendar year, there are some information we want to ensure you are provided. This memorandum provides updated information on the [Families First Coronavirus Response Act \(FFCRA or Act\)](#) and applies to all District Classified, Certificated, and Management employees.

FFCRA Leave Requirements Expired December 31, 2020.

The District provided paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA or ACT) expired on December 31, 2020.

What Does This Mean?

The FFCRA leave options were not extended and are no longer available for employees to use. Employees are expected to return to work and/or apply for a new leave of absence. Additional information about available leaves is noted below.

What if I am an employee on a FFCRA FMLA Child Care leave and I am unable to return to work?

Immediately notify your principal or supervisor of your absence(s). If you are unable to return to work, please contact the HR Leaves Line at (916) 643-7450 to discuss possible additional leave of absence options. You may be eligible to qualify for a new leave of absence type based on your collective bargaining agreement and/or the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA). Please ensure to report your absences accordingly with your site.

What should I do if I am unable to report to work? What if I am currently out ill or later become ill with COVID?

Immediately notify your principal or supervisor of your absence(s). For COVID-19 related medical reasons, please ensure to follow District's safety protocols [COVID-19 Reporting and Illness Procedures for Staff and Students](#) and [Health and Safety Plan](#). Health Services will advise you on your next steps to quarantine at home and when to safely return back to work. Please ensure to report your illness accordingly with your site. **For any illness related to COVID, please continue to report your absence as "SICK". Staff responsible for reconciling absences should also continue to indicate "COVID" in the comments.** If you will be absent for more than two weeks, please contact the HR Leaves Line at (916) 643-7450 to discuss leave of absence options.

What if I am forced to be quarantined by public health authorities?

Please refer to your relevant collective bargaining language:

Collective Bargaining Agreement	Article
SCTA	9.3.11
SEIU	12.13
TEAMS	12.2.10
TCS	12.13
UPE	7.0

Do I Need to Submit a Doctor’s Note?

For Medical Related Reasons: As noted in various Collective Bargaining Agreements (please ensure to check the one that relates to you), employees are required to provide a medical note if sick a certain number of consecutive days. Please submit your medical document(s) to Leaves@scusd.edu and the principal or supervisor. (Please note: employee’s paycheck may be impacted if proper medical documentation is not provided.)

For Non-Medical Related Reasons: Please contact the HR Leaves Line at (916) 643-7450 to discuss possible leave of absence options. Please ensure to report your absence accordingly with your site.

For additional leave of absence questions, please contact Human Resources Leave of Absence.

HR Leave of Absence Line: (916) 643-7450 / **Email:** Leaves@scusd.edu

Or visit: <https://www.scusd.edu/leave-absence>

LEAVE OF ABSENCE INFORMATION & FORMS		
LEAVE OF ABSENCE	LINKS TO DOCUMENTS	DIRECTIONS
Leave of Absence Check List	Leave of Absence Request Checklist	Leave of Absence Checklist
STEP 1 GENERAL LEAVES ABSENCE (Required Form)	PSL-F004 Leave of Absence Request	Complete and Submit PSL-F004 1. Specify Type of Leave. 2. Submit to Administrator for Approval. 3. Additional supporting documentation may be requested. Go to Step 2A: If this is for Employee’s Serious Health Condition Go to Step 2B: If this is for a Family Member’s Serious Health Condition
STEP 2A EXPANDED EMPLOYEE FMLA/CFRA	PSL-F007A WH-380E	Complete and submit the PSL-F007A and completed WH-380E from employee’s health care provider. 1. PSL-F007A Employee’s Serious Health Condition 2. WH-380E FORM- Certification of Health Care Provider for Employee’s Serious Health Condition Go to Step 3A

STEP 2B EXPANDED EMPLOYEE FMLA/CFRA TO CARE FOR FAMILY MEMBER	PSL-F007B WH-380F	Complete and submit the PSL-F007B and completed WH-380F from employee's family member's health care provider. <ol style="list-style-type: none"> 1. PSL-F007B Family Member's Serious Health Condition 2. WH-380F FORM - Certification of Health Care Provider for Family Member's Serious Health Condition <u>Go to Step 3A</u>
STEP 3A RETURN FROM LEAVE OF ABSENCE	PSL-F094 Return From Leave of Absence	Complete Intent to Return from Leave of Absence Please note: If this is a medical leave, employee will need to attach a copy of the doctor's note allowing employee to return to work. <u>Go to Step 4</u> If employee intends to extend the leave of absence, <ol style="list-style-type: none"> 1. <u>For Represented Employees</u>, please refer to Collective Bargaining Agreement. 2. <u>For Non-Represented Employees</u>, please email Leaves@scusd.edu
STEP 3B RESIGNATION/RETIREMENT FORM	PSL-F008 Resignation-Retirement Form	If employee intends to resign or retire at the end of employee's leave of absence, please complete PSL-F008 and submit <u>Go to Step 4</u>
STEP 4 SUBMIT AND EMAIL COMPLETED APPLICATION AND FORMS		Submit completed forms by email (from Step 1, 2 and 3) to Leaves@scusd.edu

SCUSD request that you provide 30 days advance notice when the leave is "foreseeable." If employee does not notify the District in advance for foreseeable leave, the District may delay employee's leave, as necessary, to make appropriate arrangements for employee's temporary replacement. Such delay will not postpone employee's leave for more than thirty (30) days from the date of employee's request. **Required documents and forms should be carefully reviewed for completion before submitting.** Submitting an incomplete application may delay approval. Please expect a **response within 5 business days** in response to leave of absence request.

For staffing purposes, employees must communicate with their principal or supervisor regarding any leave of absence request. Employees must report absences accordingly, as their school site/department is responsible for reporting employee's absences. This is the case even if the employee is on a leave of absence. For any illness related to COVID, please continue to report your absence as "SICK". Staff responsible for reconciling absences should also continue to indicate "COVID" in the comments.

ADDITIONAL RESOURCES

LEAVE OF ABSENCE HUMAN RESOURCES	Leave of Absence Questions	Clarissa Ramirez, Classification and Compensation Specialist Leaves Line: 916-643-7450 Email: Leaves@scusd.edu For additional information on Leaves, please refer to https://www.scusd.edu/leave-absence .
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		For additional information on Leaves for Represented Employees, please refer to Collective Bargaining Agreement .
SUBSTITUTE SERVICES HUMAN RESOURCES	Access to Frontline Substitute Related Questions	https://www.scusd.edu/frontline-login Bobbie Jo Argo, Personnel Technician Substitute Services Email: Bobbie-Jo-Argo@scusd.edu Office: 916-643-9493
COMPENSATION AND BENEFITS	Please contact Employee Compensation and Benefits regarding payroll questions	Employee Compensation and Benefits Information https://www.scusd.edu/staff-contact-pod/employee-compensation-benefits-teams
DISABILITY MANAGEMENT	If you have Disability Insurance Questions, please contact	Amber Pena, Disability Management Specialist (916) 643-7895, Amber-Pena@scusd.edu