

3460.1 This policy shall apply to probationary and regular employees in all classifications.

3460.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease, or diagnosis, care, or treatment of an existing health condition of, or preventative care for an employee. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager, Board President or Vice-President.

3460.3 Employees shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 12 days. The determination of total accumulated sick leave days shall be made on January 2 of each year.

3460.4 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick family members or for the diagnosis, care, or treatment of an existing health condition of, or preventative care for an employee's family member. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children, spouses, registered domestic partners, grandparents, grandchildren, or siblings, and are further defined as follows:

3460.4.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild, regardless of age or dependency status.

3460.4.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

3460.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

3460.5 Each employee may also use sick leave if they are a victim of domestic violence, sexual assault, or stalking to obtain and relief, including, but not limited to, seeking a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child. Employees may also use sick leave to seek medical attention for injuries caused by crime or abuse, to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse, to obtain psychological counseling or mental health services related to an experience of crime or abuse, or to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

3460.6 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical. The designation of sick leave taken shall be made at the sole discretion of the employee.

3460.7 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager, Board President or Vice-President.

3460.8 Unused sick-leave time may be "bought back" by the District at a rate of one-half ($\frac{1}{2}$) day per month. Said buy back shall be limited only to time over and above 12 days of accrued sick leave. No more than 12 days of accrued sick leave shall be bought back in any given calendar year unless employment is terminated for non-cause reasons, in which case all accrued sick leave over and above 12 days shall be bought back at said one-half ($\frac{1}{2}$) rate. Termination for cause shall result in loss of all accrued sick leave.