

## **CLASSIFIED - Absence/Leave Summary**

### **Sick Leave**

**(For Employee's Use Only)**  
**SL days granted depending on**  
**number of Mos. Worked**  
**10 days for 10 Mo. EE, etc.**

### **Personal Necessity**

**An Employee can use up to ten (10) days each school**  
**year out of their SL bank for Personal Necessity.**  
**AESOP will request a reason when entering a PN absence**  
**All PN absences are deducted from your SL Bank**

### **Personal Business**

**Four (4) days of Personal Necessity leave may be used**  
**for Personal Business.**  
**All PN or PB absences are deducted from your SL Bank**

Personal Illness, Injury Dr. appts. Medical, Dental, Eye, etc. Medical procedures Surgeries Pregnancy Disability	Medical appts. for immediate family members Daughter's Dr. appt., Son's Dental appt., Son Ill/sick, etc. (Medical, Dental, Doctor, Eye appts.) Death or serious illness of a member of their immediate family. Accident involving the employee or property of the employee or their immediate family. Court - Appearance in court as litigant, party or witness. Absence related to the birth of the Employee's child.  Members of the immediate family shall be limited to - Mother, Father, Grandmother, Grandfather of the Employee or of their spouse, Spouse, Son, Son-in-law, Daughter, Daughter-in-law, Brother, Sister, Grandchild or any relative living in the immediate household of the Employee.	In the event it becomes necessary for an employee to be absent from duties because of urgent business that cannot be conducted other than work hours, the employee may, upon approval of the appropriate management be entitled to use up to four (4) days of PB provided that such leaves must be taken in no less than one (1) hour increments. Employees shall be required to give reasonable notification to the appropriate management employee. This leave will be granted provided it does not cause an undue hardship to the District. Cannot be used immediately before or after a holiday or 3 day weekend.  <b>*** Reminder: It is the employees responsibility to keep track of their available balances. The Employee Portal shows usage and balances and AESOP shows all absences.</b>
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### **Bereavement Leave**

**On account of the death of any immediate family,**  
**An employee is entitled to three (3) days of leave, or**  
**five (5) days if travel of a distance greater than**  
**three hundred (300) miles one way, or travel out of state,**  
**is required.**

### **Paid Leave Incentive Program**

**Each Classified employee who takes (1) day or less of**  
**leave during a school year shall receive a bonus**  
**as follows:**

Any unused Sick Leave hours are rolled over each year and accumulated without limit.

Complete Leave language is located under Article 11 of the Corning Elementary Calif. School Employees Assoc. Chapter #346 Contract.

Immediate family is defined as: Employee's Mother, Father, Step-Mother, Step-Father Grandmother, Grandfather, Aunt, Uncle, Niece, Nephew, Grandchild, Spouse, Son, Son-in-Law, Daughter Daughter-in-Law, Brother, Sister, Relative living in household. Spouse's Mother, Father, Step-Mother, Step-Father, Grandmother, Grandfather, Aunt, Uncle, Niece, Nephew, Grandchild, Brother, Sister.	0 days leave: \$300 or two (2) days of pay at his/her daily rate (whichever is greater) 1 day or a portion of 1 day: One (1) day of pay at his/her daily rate. <b>** Amounts will be pro-rated for part time employees.</b> Leave includes: Sick Leave, Industrial accident leave, Bereavement Leave, Pregnancy Disability leave, Personal Necessity Leave, Personal Business. Pro-rated for Part time employees.
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