

**OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DATE: July 7, 2009

TO: Court and Community School Principals
FROM: Janice Barricklow
SUBJECT: Review of Policies (See KCEA contract Article VII: Leaves of Absence)

Please review this summary of various policies, specifically those dealing with leave time. Please ask each certificated staff member to sign and date the memo, make a copy for them and one for you, and return the original to me. This reminder will help to ensure that all certificated staff members are informed of the Office policies regarding leaves.

Lunch Period: Each employee shall have a scheduled duty-free lunch period. In no case will the lunch period be less than 30 minutes, except that supervision of students may be required during inclement weather. The lunch period may NOT be reduced in order to shorten an employee's workday.

Off-duty Days: Each certificated employee shall take off-duty days in accordance with the agreed upon work calendar, and they shall be taken in full day increments. Any change is by mutual agreement between the employee and his or her immediate supervisor. Any change in current year work calendar needs prior approval and should be documented with an Absence Tracking Form. There will be no carry over or surplus workdays at the end of the year unless there are unusual circumstances that would justify. Instead teachers will receive extra-duty pay for days worked in excess of their contracted days. Employees and supervisors need to track calendars closely.

Personal Necessity Leave: Up to the number of days earned by the employee in a school year upon PRIOR approval, charged to current year's accrual of sick leave (Education Code §44981). A request for prior approval must be made at least 48 hours in advance except in emergency situations. An employee may request to use all the days without specifying the nature of the personal necessity, but must still obtain prior approval except for emergency situations.

Sick Leave: Paid leave is available for the employee's illness, injury, pregnancy, or childbirth earned on the basis of the number of assigned workdays and hours.

Family Sick Leave: Up to six days of paid family sick leave can be taken per calendar year to attend to the illness of a parent, child, or spouse. It is charged to the employee's regular sick leave balance (Labor Code §233).

Employees should not call into the sub caller unless they are ill, a family member is ill, or there is an emergency. All other leaves need prior approval.

I acknowledge receipt of this memo:

Signature: _____ **Date:** _____