



# YOSEMITE VALLEY CHARTER SCHOOL

## Human Resource | Certified, Administrative and Supervisory

### **PAID SICK LEAVE (PSL), PERSONAL NECESSITY LEAVE (PNL), & TIME OFF BALANCE POLICY**

Yosemite Valley Charter School's Paid Sick Leave Plan is a part of the benefits package extended to staff. This benefit is designed to provide employees with a degree of income protection in the event of unforeseen absence from work due to the employee's own illness or other member of an employee's immediate family. Sick leave benefits may be used as accrued, and may continue to accrue as long as the employee is on active status and working. Upon reduction in benefits eligibility status (i.e. request for reduced work schedule below the benefits threshold, on FMLA or any Leave of Absence), benefits will cease to accrue until eligibility otherwise resumes. Any days accrued and unused, earned to date, will be maintained as a part of the employee's personnel record until such time as the employee resumes benefit-eligible status.

The purpose of the Yosemite Valley Charter School Governing Board approving this Absences & Leaves Policy is to accomplish the following:

1. Establish the Allotment of Paid Sick Leave
2. Establish the Allotment of Paid Time Off for Administrators and Full-Time Hourly Staff
3. Catastrophic/Donated Sick Leave

#### **1. Allotment of Paid Sick Leave: Full Time Teachers & SPED Assessment Team Members**

On July 1 of each year, eligible employees will be allotted four days (32 hours) of Paid Sick Leave (PSL) per school year (July 1 – June 30), unused PSL days will carry over year to year subject to a cap of 15 days (120 hours). Once an individual's sick leave bank reaches 120 hours any hours beyond this amount will be placed in their STRS retirement sick leave bank which is uncapped, although STRS retirement sick leave accruals in excess of an individual's sick leave bank of 120 hours may not be used for sick leave.. Once an individual's sick leave accrual drops under 15 days (120 hours), sick leave will accrue for an employee's use until the accrued sick leave reaches 15 days (120 hours), at which time it returns to the STRS retirement sick leave bank. Sick leave that has accrued in the STRS retirement sick leave bank will not be counted toward the 15 days (120 hours) of sick leave available for use.



Also, six days (48 hours) will be front-loaded at the beginning of the school year or hire date for Personnel Necessity (PN) Days. Teachers need to have PN days requested and approved by their administrator at least five working days prior to use. PN days can also be used for paid sick leave. However, PSL Days cannot be used for a PN request. Accrued, unused PN days carry over from year to year subject to a cap of nine days (72 hours). Once an individual's accrued PN days fall below nine days (72 hours), PN days will begin to accrue again until the cap is reached, at which time accrual will cease.

### **Part-time Teachers and Classified Staff Members**

Receive 24 hours of Paid Sick Leave annually. These days can be used for either Personal Necessity or Paid Sick Leave.

### **Regional Coordinators**

On July 1 of each year, eligible employees will be allotted five days (40 hours) of Paid Sick Leave (PSL) per school year (July 1 – June 30), unused PSL days will carry over year to year subject to a cap of 15 days (120 hours).

Also, six days (48 hours) hours will be front-loaded at the beginning of the school year or hire date for Personnel Necessity (PN) Days. RCs need to have PN days requested and approved by their administrator at least five working days prior. PN days can also be used for paid sick leave. However, PLS Days cannot be used for a PN request. PN days are capped at 24 hours.

### **Administrators & Full-time Classified**

On July 1 of each year, eligible employees will be allotted nine days (72 hours) of Paid Sick Leave (PSL) per school year (July 1 – June 30), unused PSL days will carry over year to year subject to a cap of 15 days (120 hours). Also, 24 hours will be front-loaded at the beginning of the school year or hire date for Personnel Necessity (PN) Days. Teachers need to have PN days requested and approved by their administrator at least five working days prior. PN days can also be used for paid sick leave. However, PLS Days cannot be used for a PN request. PN days are capped at 24 hours.

New Hires may carry over sick leave from their prior school district if they are certificated team members in CALSTRS. Yosemite Valley will confirm previous employment and allotted sick leave with the previous district. Once confirmed and approved, the carryover time will be added to your service credit CALSTRS upon signature of the Yosemite Valley Charter School STRS Carry-Over Policy. Carryover sick leave cannot be used while employed with Yosemite Valley Charter School.



Beginning on July 1, 2021 and each July moving forward, for any certificated member who contributes to CALSTRS, PSL and PN are capped. Any PSL and PN hours beyond their capped hours will be added to their carryover hours.

**2. Allotment of Paid Time Off (PTO) for Administrators and Full-time hourly Staff Members**

Since administrators and full-time hourly employees work the entire year, they also accrue PTO. PTO accrues at 3.33 hours per pay period with a cap of 120 hours. Administrators and full-time hourly staff members must have their PTO approved by their manager a minimum of five working days prior to being taken. Unused PTO will carry over from one school year to the next.

Adopted: November 18, 2021  
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