

PART TIME EMPLOYEES:

LEAVES FROM EMPLOYMENT

Vacation

Except as specified below, regular employees in this unit shall accrue and accumulate vacation according to the following schedule:

(a) Hours on payroll equal to # of full time continuous bi-weekly payroll periods	(b) hourly accrual rate	(c) Maximum bi- weekly accrual hours	(d) Approximately hours annual accrual	(e) Maximum accumulate hours
Less than 78	.385	3.080	80	160
78, but less than 260	.0577	4.616	120	240
260, but less than 520	.0770	6.160	160	320
520 or more	.0885	7.080	184	320

Whenever an employee's accumulation of vacation reaches its maximum as provided above, any further vacation accrual shall be credited to such employee's sick leave accumulation until such time as the employee's vacation accumulation falls below the maximum allowed. Leave without pay or disciplinary suspension shall delay the advancement to the next higher accrual rate until the employee has been on payroll the number of pay periods specified above.

The Executive Officer shall make every possible effort to ensure that vacation time off requested by an employee is utilized at times which are mutually agreeable to the employee and the department; however, the Executive Officer has final authority to grant or deny such request. Vacation requests must be submitted at least seven (7) calendar days before the first day of the requested time off.

Vacation Time for Illness

An employee may choose to use accrued vacation or compensatory time, if any, if the employee is absent beyond the limits of accumulated sick leave for reasons of illness, injury or quarantine,

or death in the immediate family as described below.

Sick Leave

Accrual

Regular full-time employees shall accrue .0462 hours of sick leave for each straight-time hour on payroll not to exceed eighty (80) straight-time hours per pay period (annual accrual rate, approximately 96 hours).

Sick Leave Usage

Subject to the conditions specified in this memorandum sick leave may be authorized for any of the following reasons:

- a. Illness, injury or quarantine of the employee;
- b. Diagnosis, care, or treatment of an existing health condition of, or preventative care for an employee or an employee's immediate family member; For the purpose of this Section, "immediate family" means the spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, or great grandchild of the employee; or the child, parent, sibling, grandparent, grandchild, or great grandchild of the employee's spouse or registered domestic partner.
- c. Illness, injury or quarantine during an authorized vacation or on a floating holiday as evidenced by satisfactory proof attesting to the nature and length of disability. Sick leave for non-emergency medical, dental, or optical care during an authorized vacation or on a floating holiday period is not permitted.
- d. An amount sufficient which, when added to an employee's disability indemnity benefits under Workers' Compensation, will result in a payment to the employee not more than the employee's regular salary.
- e. An amount sufficient which, when added to an employee's disability indemnity under State Disability Insurance (if applicable), will result in a payment to the employee not more than the employee's regular salary.
- f. Employees who have sick leave accruals can use up to forty (40) hours of such sick leave time to care for a new or adopted child.
- g. Sick leave may also be authorized for reasons covered by Labor Code 246.5.

Sick Leave Exclusion

No employee shall be entitled to sick leave because of any of the following.

- (a) Disability arising from any illness or injury purposely self-inflicted or caused by the employee's misconduct;
- (b) Illness, injury, quarantine or disability while on leave without pay;

- (c) An employee who is scheduled to work on a regular holiday who is absent on that holiday due to illness, injury, or quarantine shall not be permitted to use sick leave but shall be deemed to have used the regular holiday.

Sick Leave Verification

Employees absent from work because of illness, injury, or quarantine, or for non-emergency medical, dental or optical care shall be paid only upon furnishing the appointing authority or designee with satisfactory proof as may be required by the appointing authority or designee that the absence was due to such cause. The requirement, need and form for such verification shall be made known to the employee in advance of any absence, but no later than the time the employee calls in sick, provided that the employee has complied with departmental call-in procedures. An appointing authority shall not require "after the fact" verification.

If verification is requested, the requirement and the need for medical verification shall be confirmed to the employee in writing within two weeks after the employee's return, explaining the justification for the request.

Sick Leave Abuse

Upon information and after investigation and the determination of the Executive Officer that an employee has abused the privilege of sick leave benefits, the Executive Officer may suspend the employee's privilege of sick leave accrual and/or usage with pay for such period as the Executive Officer determines necessary to deter the employee from again abusing the privilege.

Sick Leave Incentive Program

In an effort to reduce the level of sick leave usage, SJ LAFCo agrees to the following sick leave incentive plan.

CONDITIONS OF PARTICIPATION: An employee must be on SJ LAFCo payroll through the County during the entire calendar year to be eligible for incentive rewards.

QUALIFICATIONS AND REWARDS: Eight (8) hours of incentive leave will be granted to an employee who, at the end of each calendar year, has a sick leave balance of at least 160 hours and has used less than half of the accrued sick leave for that given year.

DEFINITIONS: Incentive Leave - For the purposes of this program, incentive leave will be granted at the beginning of the calendar year which follows the year in which it was earned. Furthermore, this leave will have no cash conversion value and can only be taken during the year in which it was granted. Should the leave not be used during that calendar year, it will be lost. Scheduling of this time off shall be consistent with the procedures for scheduling compensatory or vacation time. In all instances, it shall require mutual agreement of the employee and the Executive Officer.

Holidays

Regular Holidays

The following days are established as regular holidays for regular employees:

- (a) January 1 - New Year's Day.
- (b) The third Monday in January - Martin Luther King, Jr.'s Birthday.
- (c) The third Monday in February - Washington's Birthday.
- (d) The last Monday in May - Memorial Day.
- (e) July 4 - Independence Day.
- (f) The first Monday in September - Labor Day.
- (g) November 11 - Veteran's Day.
- (h) Any November day designated as Thanksgiving Day.
- (i) The Friday following the day designated as Thanksgiving Day.
- (j) December 25 - Christmas Day.

All other holidays as may be proclaimed by the Governor of the State of California or the President of the United States and approved through the LAFCo Executive Officer.

Regular Holiday - Weekend Observance

When a regular holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a regular holiday falls on a Sunday, the preceding Monday shall be observed as the holiday.

Floating Holiday Observance

Regular employees scheduled to work on the floating holiday may individually, with the approval of the Department Head, take such holiday on the date of the holiday, on the day preceding the holiday in the case of holidays which fall on a Saturday, or the day following the holiday in the case of holidays which fall on a Sunday, or may accumulate up to forty-eight (48) hours of floating holiday time to be used at a defined date. Such floating holiday time off shall be scheduled at a time mutually agreeable to the employee and the Department Head. County offices and departments shall remain open for business on any day deemed to be a floating holiday and employees who elect to accumulate floating holiday time shall receive their regular compensation for working on the holiday.

Any regular employee whose regularly scheduled day off falls on a floating holiday shall accrue floating holiday time as provided in this Section.

Floating Holidays

- (a) Employee's birthday
- (b) February 12-Lincoln's birthday
- (c) March 31 – Farmworkers Day formally known as Cesar Chavez Day
- (d) June 19 – Juneteenth
- (d) The second Monday in October- Columbus Day