

INFORMATION REGARDING LEAVE REQUIREMENTS

Employees requesting an unpaid long-term leave of absence should refer to the appropriate collective bargaining contract for more detailed information regarding types of leaves available, eligibility and permissible lengths.

- **Certificated:**
 - ◆ Teacher Bargaining Unit Contract – Article 10
- **Classified:**
 - ◆ Office-Technical and Business Services Bargaining Unit Contract – Article 12
 - ◆ Operations-Support Services Bargaining Unit Contract – Article 12
 - ◆ Paraeducator Bargaining Unit Contract – Article 12
 - ◆ School Police Services Unit Contract – Article 12
- **Managers, supervisors and confidential employees** should refer to the **San Diego School District Administrative Procedure 7430** for a more detailed explanation of eligibility requirements and permissible length of leaves.

If you need further assistance, please e-mail or call the following:

- **Classified:**
Donis Armenta / Gloria Rangel grangel@sandi.net (619) 725-8172
- **Certificated:**
 - Elementary Staffing:**
Tim Asfazadour acato@sandi.net (619) 725-8032
Mary Beth Gallagher acato@sandi.net (619)725-8032
 - Secondary Staffing:**
Sandra Huevo acato@sandi.net (619) 725-8032
Cathy Evans acato@sandi.net (619) 725-8032
 - Special Education Staffing:**
Steve Gennaro acato@sandi.net (619) 725-8032

Additional information can be found on the district website at www.sandi.net/employment.

ELIGIBILITY REQUIREMENTS FOR FAMILY AND MEDICAL CARE LEAVE

A Family and Medical Care Leave (FMCL) shall be granted to an employee for certain family and medical reasons. FMCL provides up to 12 workweeks within a twelve- (12-) month period of **unpaid** leave and entitles you to **paid** benefits. Employees are eligible if they have worked for San Diego City Schools for at least one continuous year, and provided at least 1,250 hours of service are during the previous twelve months. Full-time certificated unit members are deemed to meet the 1,250-hour requirement and will be granted a FMCL if they have served at least one year in a full-time capacity.

For the purposes of Family and Medical Care Leave ONLY, the following definitions shall apply:

1. **Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a unit member standing in loco parentis who is either under eighteen (18) years of age or is an adult dependent child.
2. **Parent** means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the unit member when the unit member was a child.
3. **Spouse** means the legal husband or wife, or domestic partner, of a unit member.
4. **Serious Health Condition** means an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice or residential health care facility, or continuing treatment or supervision by a health care provider.
5. **Health Care Provider** means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which he/she practices, or any other person determined by the United States Secretary of Labor to be capable of providing health care services.

HEALTH BENEFITS (MEDICAL, DENTAL, VISION): The district will continue to provide district-paid health benefits during Family Care Leave. Employees will be responsible for paying employees contributions (if any). Employees must contact the district's benefits office to make arrangements for paying employees contributions. (619) 725-8130, Option 6