

Policy GCC, *Leave Program*, has been updated after many months of collaborative work between the Division and the County to provide clarity in policy for existing procedures and to create commonality in leave practices. There are minor changes that resemble large editorial changes including alphabetizing all of the leave types and adding a table of contents for ease of use.

Other minor changes include adding new key terms for clarification and establishing policy around practices that are occurring. These practices include allowing for a negotiated leave balance or accrual rate of additional annual leave, election official leave, leave for field trips for employees attending as parents or volunteers, payout or banking of holiday leave, clarifying and establishing maternity leave, establishing student sponsor activity leave, and defining short-term leave without pay.

There are a few major changes to this policy. This policy separates personal leave from sick leave effective July 1, 2019. The time and attendance system will be able to categorize and allocate leave by leave-type. Currently, personal leave taken is charged to employee's sick leave hours. The amount of authorized personal leave days allowed per year (2) is not changing; however this policy establishes that if personal leave is not available, it will not be approved or taken from sick leave hours. A "cap" of 5 personal leave days will be allowed for teachers and benefits-eligible classified staff. The policy defines when the personal leave will be distributed and at what rate, and now provides personal leave to benefits-eligible classified staff.

Increments of leave needed to be defined for the purposes of data submission into the time and attendance system. Exempt employees, except teachers, will submit leave in full-day increments. Teachers will submit leave in half-day or full-day increments, to mirror substitute requests, and non-exempt employees will submit leave in 15 minute increments. Supervisors may approve employees to work alternative schedules in lieu of taking leave (flex time).

We also added and/or enhanced other leave benefits in addition to the ones mentioned in the minor changes, including, adding a provision for licensed employees of the Division to transfer sick leave days, expanding covered members for bereavement leave, and allowing paid administrative leave for the death of a coworker.

This policy did not change acceptable attendance standards for employees, the annual leave accrual rates, caps, or overage distribution, or the guidelines for personal leave use.