

## Employee Leave Options & Support – Frequently Asked Questions (FAQ)



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### Start Here: What Should I Do First?

If you are experiencing difficulty attending work, contact Human Resources immediately at (530) 749-6147. Please provide a brief explanation of your situation and anticipated needs. HR will respond within a few business days to guide you through next steps, including eligibility and required documentation. Early communication allows us to review available options and provide appropriate support.

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### General Questions

#### 1. How do I know what type of leave I qualify for?

Eligibility depends on factors such as your length of service, hours worked, and applicable bargaining agreements. Human Resources will help determine which leave options apply to your situation.

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### Medical and Protected Leave

#### 2. What is FMLA/CFRA leave?

The Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provide up to 12 weeks of job-protected leave for qualifying medical or family reasons. These leaves often run concurrently.

What are the eligibility requirements for FMLA and CFRA leave?

In order to be eligible for FMLA and/or CFRA, an employee must be employed by the district for a minimum of twelve (12) months or 1 year. To be eligible for FMLA, an employee must also have worked a minimum of 1,250 hours in one year.

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### **3. What is Pregnancy Disability Leave (PDL)?**

PDL provides up to four months of protected leave for employees who are unable to work due to pregnancy, childbirth, or related medical conditions.

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### **4. What if I am injured at work?**

If you are injured on the job, you may be eligible for Workers' Compensation benefits, which may include medical treatment and wage replacement.

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## **Paid Leave Options**

### **5. Can I use my paid leave while I am out?**

Yes. You may use available accrued leave such as sick leave, vacation (if applicable), or personal necessity leave, depending on your situation and applicable agreements.

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### **6. What happens if I run out of sick leave?**

Certificated employees may be eligible for extended sick leave (differential pay). Additional options, including unpaid leave or other supports, may also be available depending on your circumstances.

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## Leave Support Programs

### 7. What is the Catastrophic Leave Bank?

The Catastrophic Leave Bank allows eligible employees to receive donated leave from other employees if they experience a serious illness or injury. Participation and eligibility requirements apply.

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## Workplace Accommodations

### 8. What if I can work but need adjustments due to a medical condition?

The District will engage in an interactive process to determine whether reasonable accommodations can be provided. This may include modified duties, adjusted schedules, or temporary reassignment.

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## Alternative Work Arrangements

### 9. Are there options besides taking full leave?

In some cases, employees may be eligible for:

- Reduced work schedules
- Intermittent leave
- Temporary schedule adjustments

These options depend on operational needs and medical documentation.

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## Unpaid Leave

### 10. Can I take unpaid leave if I have no paid leave remaining?

Yes, unpaid leave of absence may be available depending on your situation, applicable agreements, and District approval.

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## Employee Support Resources

### 11. What support is available for personal or family challenges?

The District offers an Employee Assistance Program (EAP), which provides confidential counseling and support services.

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### 12. Will my benefits continue while I am on leave?

Health benefits may continue during certain types of leave, depending on eligibility and the type of leave being taken. Human Resources can provide specific guidance.

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## Important Information

### 13. Will different types of leave run at the same time?

Yes, in many cases, different types of leave (e.g., FMLA/CFRA and paid leave) will run concurrently.

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### 14. Will I need to provide documentation?

Some leave types require medical certification or other documentation. Human Resources will guide you through any requirements.

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## Next Steps

### 15. Who should I contact for help?

Please contact the Human Resources Department for assistance. We are here to help you understand your options and support you through the process.

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## **Closing Statement**

The District is committed to supporting employees during challenging times. We encourage you to reach out early so we can work together to identify the best available options.