

Did You Know?

2017

Chapter 8

Frequently Asked Questions Regarding Employee Leave

JURY DUTY – If you are called for jury duty the CCUSD payroll department will need a copy of the jury summons, if you are selected to serve or are required to go to the courthouse you will need to provide the receipt that you will receive from the court stating you were there. Also an employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report will result in a full deduction equal to the number of contract days missed per policy GCCD. *Example: You are not selected but are required to call back at 10:15, if you are not selected then you should report to work as soon as possible. If you do not report back to work, time will be deducted from your personal leave.*

PERSONAL LEAVE – Personal leave is for leave that is NOT covered under Medical (Sick Leave). If your car won't start, you have family visiting or have personal business, this is what personal leave is for. When you are submitting personal leave in iVisions it will say Warning: Request exceeds allowable leave limit, please just select **yes** to override and click submit. You are allowed to use 5 personal days per school year, (but no more than 3 can be used consecutively). Personal leave is actually deducted from your sick leave balance we just need it entered correctly so we can track it. If you go over or use more than 3 days in a row in personal leave you must receive approval from your immediate supervisor, or it may result in loss of pay.

BEREAVEMENT – An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in GCCA. You will need to provide payroll with an obituary or notice to include relationship to deceased. Here is the list of what is considered Family under our policy for use in Sick leave and Bereavement:

- Spouse
- Parents of spouse
- Sons-in-law or daughters-in-law
- Household members
- Children
- Parents
- Brothers or sisters of spouse
- Grandchildren
- Grandparents
- Brothers or sisters