

1.0 Definition

- 1.1 Immediate family includes the following relative(s) of the (a) employee; (b) employee's spouse; or (c) employee's domestic partner: mother, step-mother, mother-in-law; father, step-father, father-in-law, sister, step-sister, sister-in-law; brother, stepbrother, brother-in-law, daughter, step-daughter, daughter-in-law; son, step-son, son-in-law; aunt or uncle (whether by blood, marriage, or domestic partner); grandparent (including the parents of a domestic partner); grandchild (including the child of a domestic partner's child); husband, wife or domestic partner; husband, wife or domestic partner of that individual's child, step-child, or child-in-law; or any person living in the immediate household of the employee.

2.0 Critical Illness Leave - Immediate Family (Ed. Code ' 87764 and ' 88198)

- 2.1 A management/ confidential employee shall be granted three (3) days with pay per illness in the case of critical illness or accident of a member of the immediate family.
- 2.2 Such leave will not be deducted from other authorized leaves.

3.0 Bereavement Leave - Immediate Family (Ed. Code ' 87788 and ' 88194)

- 3.1 A management/confidential employee shall be granted necessary time off with pay in the event of the death of any member of the employee's immediate family. Such leave may not exceed three (3) days for travel within California, except that one additional day may be granted for travel within the state that is in excess of 350 miles one way from Sacramento. Five (5) days of bereavement leave may be granted if out-of-state travel is required. The employee will furnish the immediate supervisor with the destination, name of deceased, and the relationship to the employee.
- 3.2 Such leave will not be deducted from other authorized leaves.

4.0 Quarantine Leave (Ed. Code ' 87765)

- 4.1 A management/confidential employee whose place of residence is quarantined by the county health department shall receive full salary during the period of enforced quarantine.
- 4.2 If the employee is not ill, no deduction will be made from accrued sick leave.
- 4.3 If the employee is ill, the days of quarantined absence shall be counted against accumulated and current sick leave credited to the employee.

5.0 Leave for Jury Duty (Ed. Code ' 87035 and 87036)

- 5.1 An employee who is called for jury duty will be granted a paid leave of absence

for such time as is necessary to complete the jury obligation.

- 5.2 The employee serving as a member of a jury will receive full pay from the Los Rios Community College District, provided the employee signs over and remits all compensation received during the paid leave of absence for such jury duty, exclusive of mileage, to the District.

6.0 Leave for Required Court Appearances (Ed. Code, §§ 87035 and 87036)

- 6.1 One (1) day of absence with pay per court case will be allowed for an employee to appear in court if subpoenaed as a witness.

7.0 Leave for Military Service (Ed. Code ' 87700; Mil. & Vet. Code " 395.01-395.05)

- 7.1 Any full-time management/confidential employee who enlists in one of the recognized military forces of the United States shall be granted a leave of absence without pay for such military service.
- 7.2 The rights, privileges, benefits, and obligations of such employees shall be governed by the provisions of the Military and Veterans Code.
- 7.3 Any full-time management/confidential employee whose District service alone or in combination with military service totals one (1) full year shall be entitled to the difference between his or her regular salary and his or her military duty pay for the first thirty (30) calendar days of absence for reserve training in any one fiscal year.

8.0 Personal Business Leave

- 8.1 Each regular employee may be granted the necessary time off, with pay, not to exceed two (2) days per year, to resolve business-type matters which require attention during work hours and which are the responsibility and rightful concern of the individual. Absence credit for personal business does not accrue from one year to the next. The general purpose for which the time off is to be taken is to be stated. Specific details are not necessary.

9.0 Leave for Birth of Child

- 9.1 One (1) day of absence with pay will be granted to an employee at the birth of or time of legal adoption of the employee's child.

10.0 Family Care Leave

- 10.1 The District will comply with all applicable state and federal laws relating to the Family Care Leave.

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