



DATE: November 20, 2024
TO: Board of Education
FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer
SUBJECT: Approve Proposed Revisions to Administrative Regulations 4261.1 - Personal Illness/Injury Leave
PRESENTED BY: Mike Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Approve the proposed revisions to Administrative Regulation 4261.1 - Personal Illness/Injury Leave.

BACKGROUND INFORMATION

Regulation updated to clarify that it applies to classified employees, including classified management, and that certificated employees, including certificated management should refer to Administrative Regulation 4161.1/4361.1 - Personnel Illness/Injury Leave. Additionally, regulation updated to reflect NEW LAW (SB 848, 2023) which prohibits a district from refusing to grant a request from an employee to take up to five days of reproductive loss leave, and reference NEW FEDERAL REGULATIONS (89 Fed. Reg. 33474) which, for purposes of Title IX, requires the district to treat pregnancy, childbirth, termination of pregnancy, or lactation, including any related medical condition or recovery, as it would any other temporary medical condition for job-related purposes, including leaves. In addition, regulation updated to include that an employee may use sick leave days for bereavement leave, and that employees should be notified of the amount of sick leave they have accumulated at the beginning of each school year. Regulation also updated to reflect that up to 80 hours or 10 days of accrued sick leave may carry over, but the district may limit the use of sick leave to 40 hours or five days annually. Additionally, regulation updated to reflect NEW LAW (SB 616, 2023) which extends procedural protections to employees covered by collective bargaining agreements and (1) requires districts that provide sick leave on an accrual basis to provide sick leave accrual at a rate of at least 40 hours or five days by the 200th calendar day of employment, each calendar year, or 12-month period, or (2) for districts that credit employees with sick leave at the beginning of each year, increases paid sick leave to 40 hours or five days.

RESOURCES REQUIRED: N/A

PREPARED BY: Tichelle Criswell, Administrative Assistant, for Mike Shepherd, Executive Director of Human Resources

Attachment: AR 4261.1 - Personal Illness/Injury Leave – Compared