



Byron Union School District
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Crystal Castaneda, Superintendent

ABSENCE GUIDE FOR CLASSIFIED (CSEA) EMPLOYEES

PAID SICK LEAVE (1 day per month of employment):

All employees are granted one (1) day of paid sick leave per month of employment. The full amount of sick leave is granted to the employee at the beginning of the school year or at the start of employment with the District.

New employees of the District may not be eligible to take more than six (6) days or the proportionate amount to which he/she is entitled until after the completion of six (6) months of active service with the District.

Unused sick leave is carried over from year to year. Unused sick leave may be converted to retirement credit in accordance with Government Code 20862.5 if/when the employee files for retirement.

ALL PAID SICK LEAVE IS DIVIDED INTO 3 SEPARATE BANKS (SEE BELOW):

SICK: May be used for sickness and/or injury.

10-Month Employees: 3 Sick Days, 11-month Employees: 4 Sick Days & 12-month Employees: 5 Sick Days

PERSONAL NECESSITY (3 days per year): Up to seven (7) days of absence earned for sick leave may be used by the employee, at his/her election in any one (1) year only in the following circumstances.

10-Month Employees: 3 PN Days, 11-month Employees: 3 PN Days & 12-month Employees: 3 PN Days

Per Board policy, Personal Necessity cannot be taken to extend a vacation or holiday.

- *Extension of Bereavement Leave*
- *Accident involving the person/property of the employee or immediate family member (up to 2 days)*
- *Appearance to testify in court*
- *Serious or critical illness of a member of the immediate family (**Verification may be required**)*
- *Funeral attendance for other than immediate family (Up to 1 day)*
- *Unexpected events over which the employee has no control.*

PERSONAL BUSINESS: Of the foregoing seven (7) days of personal necessity leave, an employee may use four (4) days per school year for personal business reasons (**Advanced notice is REQUIRED**).

10-Month Employees: 4 PB Days, 11-month Employees: 4 PB Days & 12-month Employees: 4 PB Days

NO-TELL DAYS (3 Days per year):

In addition to Paid Sick Leave, all Classified (CSEA) employees are granted three (3) No-Tell days per year that are not charged to the employee's vacation or sick days. No-Tell days must not extend any holidays or breaks beyond one (1) day. **Unused No-Tell days shall expire and shall not be rolled over to the following school year.**

Excellence Every Day in Every Way

HOLIDAYS:

Employees shall be entitled to the following holidays provided such holidays fall during the normal workweek and provided the employee is in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday. Employees shall be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

Independence Day	Labor Day	Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Day before/after Christmas	Christmas Day	Day before/after NY's Day
New Year's Day	Martin Luther King Day	Lincoln's Birthday	Washington's Birthday
Easter Holiday	Memorial Day	Juneteenth	Floating Holiday *

Floating Holiday*

Employees shall be entitled to one floating holiday to be taken and determined by the employee on a non-student day. Employees must schedule days no less than seven (7) days in advance of use and complete the appropriate request forms. Those unit members not scheduled to work on non-student attendance days shall receive payment for the Floating Holiday.

*** Floating Holiday for 10-month employees will be assigned on the same day as agreed upon by CSEA & the District**

VACATION:

Employees accrue vacation days from the first day of employment, however, the employee may not utilize vacation until they have been employed for six (6) months in a permanent position (see table below).

Years of Service	Days Earned
Upon completion of 12 months through 5 years	10
Beginning 6 – 10 yr.	15
Beginning 11 – 15 yr.	20
Beginning 16 yr. on	25

Vacation days for employees who are assigned to less than twelve (12) months are to be used only on non-student contact days and will receive vacation pay at the end of the school year. ***Only when there are extenuating circumstances, requests will be reviewed and approved by the Superintendent and CSEA Leadership.***