# Employee time off and leave policy

This document includes the details of employee holidays, leave and time off policy.

## Holidays

New Year's Day Observed (January 2)

Martin Luther King Jr. Day (3rd Monday in January)

President's Day (3rd Monday in February)

Cesar Chavez Day (March 31)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (1st Monday in September)

Veteran's Day Observed (November 10)

Thanksgiving Day (4th Thursday in November)

Day after Thanksgiving

Christmas (December 25)

Please note:

* When a holiday falls on Saturday, employees receive holiday credit.
* When a holiday falls on Sunday, it's observed the following  Monday​.

## Personal Holiday

Permanent employees are entitled to one personal holiday per year.

## Vacation

Rank-and-file employees accrue 7 to 15 hours vacation per month, depending on length of service and bargaining unit.

Managers and supervisors accrue 7 to 16 hours vacation per month, depending on length of service.

You may carry over up to 640 hours of unused vacation to the next year.

## Sick Leave

Full-time employees accrue eight hours sick leave per month (after completing their first month on the job). Unused sick leave may be carried over each year.

## Pregnancy Disability Leave

A female employee disabled by pregnancy, childbirth, or a related medical condition is entitled to take up to four months (17.33 weeks) of unpaid leave. Pregnancy Disability Leave (PDL) runs concurrently with any leave the employee is eligible for under the Family and Medical Leave Act (FMLA). When the PDL ends, the employee is entitled to take up to 12 additional weeks of unpaid leave for bonding with her new child, under the California Family Rights Act (CFRA).

## Catastrophic Leave

Employees who have exhausted their leave credits and must miss work due to a prolonged illness or injury (including that of a family member) may request catastrophic leave.

## Bereavement Leave

All employees who meet the eligibility requirements are entitled to bereavement leave for specified family members. For excluded employees refer to GC section 19859.3, all other employees refer to the applicable MOU and GC section 12945.7.  The MOUs and GC sections 19859.3 and 12945.7 describe eligible relationships, whether the bereavement leave allowance is per fiscal year or per occurrence, if the bereavement leave is paid or unpaid, and other criteria.

## Jury Duty

Employees called for jury service duty are granted leave time during their service. Employees are not entitled to juror pay for such duty but are permitted to keep mileage payments.

# Family Leave

Family Leave helps employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

## New child

You're entitled to a one year unpaid, job-protected leave of absence for birth or adoption. You may use leave credits to receive pay for some or all of the time off.

## Medical Leave

You're entitled to 12 weeks of unpaid, job-protected leave per year. This applies when you care for

* a parent, spouse, or child who is seriously ill
* your own serious illness.

## What happens to my health, dental, and vision benefits while I'm on family and medical leave?

The law requires the employer to continue making the normal contributions to your health, dental, and vision benefits while you're on family and medical leave.

## Extended unpaid leave of absence

Departments may grant an unpaid leave of absence for up to one year for various reasons such as caring for a new child, family crises, or family activities. Such leave may be extended when unusual circumstances warrant it.  Check with your personnel office if contemplating using such leave.