

**HUMAN RESOURCE SERVICES**  
P.O. Box 246870 Sacramento, CA 95824-6870  
(916) 643-9050 FAX (916) 399-2016

---

Jorge A. Aguilar, *Superintendent*  
Cancy McArn, *Chief Human Resources Officer*

**SUBJECT: FFCRA Leave Requirements Expired December 31, 2020**

**What if I am forced to be quarantined by public health authorities?**

Please refer to your relevant collective bargaining language:

<b>Collective Bargaining Agreement</b>	<b>Article</b>
SCTA	9.3.11
SEIU	12.13
TEAMS	12.2.10
TCS	12.13
UPE	7.0

**Do I Need to Submit a**

For Medical Related Reasons: As noted in various Collective Bargaining Agreements (please ensure to check the one that relates to you), employees are required to provide a medical note if sick a certain number of consecutive days. Please submit your medical document(s) to [Leaves@scusd.edu](mailto:Leaves@scusd.edu) and the principal or supervisor. (Please note: employee’s paycheck may be impacted if proper medical documentation is not provided.)

For Non-Medical Related Reasons: Please contact the HR Leaves Line at (916) 643-7450 to discuss possible leave of absence options. Please ensure to report your absence accordingly with your site.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

