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:

Collective Bargaining Agreement	Article
SCTA	9.3.11
SEIU	12.13
TEAMS	12.2.10
TCS	12.13
UPE	7.0

Do I Need to Submit a

<u>For Medical Related Reasons:</u> 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 <u>Leaves@scusd.edu</u> and the principal or supervisor. (Please note: employee's paycheck may be impacted if proper medical documentation is not provided.)

<u>For Non-Medical Related Reasons:</u> 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.

STEP 2B
EXPANDED EMPLOYEE
FMLA/ CFRA TO CARE FOR
FAMILY MEMBER

PSL-F007B

WH-380F

Complete and submit the $\underline{\textit{PSL-F007B}}$ and completed $\underline{\textit{WH-380F}}$ from

- 1. PSL-F007B
- 2. WH-380F FORM Certification of Health Care Provider for Family Member's Serious Health Condition

Go to Step 3A

For additional information on Leaves for Represented Employees, please refer to