

NANCE LEAVE BENEFITS

SICK LEAVE

Eligibility:

- NANCE must complete the 90 day employment period before they may use their accrued sick leave.

Sick Leave Allowance:

- Accrual is one (1) hour of sick leave for every thirty (30) hours of work. A maximum of 24 hours of sick leave can be accrued each year.
- Unused sick leave may roll over from one year to the next to a maximum of 6 days or 48 hours.

Sick leave for NANCE may be used as follows:

- Paid leave may be used by the employee, for themselves or to care for a family member (parent, spouse, registered domestic partner, grandparent, grandchild and sibling).

Additionally:

- If an employee is rehired within one year, previously accrued and unused paid sick days shall be reinstated.
- Sick leave balance will not be paid out at resignation or retirement. This sick leave does not qualify to be transferred to other schools or Districts under the Education Code.
- When sick leave earnings are paid the wages qualify as compensation and will be reported to CalPERS.
- The hours of the sick leave pay will also count toward the 1,000 hours of CalPERS eligibility for non-CalPERS members.
- If hired in a contract position, sick leave will transfer to the contract position.

JURY DUTY

- NANCE are granted paid time off from their regularly assigned work schedule, time paid may not exceed their normal work hours/schedule so that they are paid only their regular earnings. Must submit official order to appear to their supervisor and court issued timesheet/paperwork from the court indicating the times and dates served.