

Appendix B

LRCFT Short Term Leaves With Pay Matrix

The purpose of this matrix is to provide some additional clarity to the implementation of contract language for short-term paid leaves. The leaves below are not inclusive of all paid leaves offered under the contract.

Immediate Family Definition (Article 9.1.4)

Mother, father, grandparent or grandchild of the employee or of the employee's spouse or domestic partner; and step-mother, step-father, spouse, domestic partner, son, son-in-law, step-son, daughter, daughter-in-law, step-daughter; brother, brother-in-law, sister, sister-in-law, aunt or uncle of the employee; child or sibling of domestic partner; wife or husband of domestic partner's child; or any person living in the immediate household of the employee.

LEAVE TYPE	DETAILS	APPROVAL EXAMPLES	DENIAL EXAMPLES
Bereavement (BER)	<p>3 days local/5 days out of state for immediate family member</p> <p>Relationship should be included on absence report (and destination if over 350 miles or out of state)</p> <p>Can be supplemented by Personal Necessity leave</p> <p>Reported in days</p>	Mother or father passed away	<p>Nephew passed away --not immediate family (see Personal Necessity)</p> <p>Close friend or cousin died --not immediate family (see Personal Necessity)</p>
Critical Illness (CRT)	<p>3 days if immediate family member is critically ill (in danger of dying)</p> <p>Reported in days</p> <p>Can be supplemented with Personal Necessity</p>	<p>Father critically ill --doctor's note provided which says father's condition was "critical"</p> <p>Grandparent ill and passed away --note NOT required if immediately followed by bereavement for same individual</p>	<p>Mother ill --doctor's note says the mother's condition is "serious"</p> <p>Niece critically ill, not immediate family</p>
Jury Duty (JRY)	Such time as necessary to complete jury obligation	Court documentation attached to absence report confirming attendance	No documentation, or summons only, provided
Maternity / Paternity Leave (BOC)	<p>1 day Birth of Child -- report in a day</p> <p>10 days of earned sick leave to care for newborn child or mother of newborn child</p> <p><i>Recovery period following birth of child is reported under sick leave (subject to leave balance)</i></p>	Partner had a baby (used BOC immediately followed by 10 days sick leave)	Partner had baby but leave was requested outside of period of mother's disability or when child was no longer a newborn (exception has been made if wife returning to work and extending period baby is cared for by a parent)

LEAVE TYPE	DETAILS	APPROVAL EXAMPLES	DENIAL EXAMPLES
Personal Necessity (PRN)	<p>Serious in nature, cannot be expected to disregard, need immediate attention, cannot be taken care of outside of work hours</p> <p>General nature of absence must be reported on absence report</p> <p>Can supplement bereavement leave, critical illness and judicial appearance leave</p> <p>Classroom Faculty = 6 days (24 hours)</p> <p>Coordinators, counselors, nurses, librarians = 6 days (45 hours)</p>	<p>Child's illness and doctor appointments</p> <p>Child's school meeting/appointment, including parent/teacher conference; elementary, middle school or high school graduation ceremonies</p> <p>Emergency home repair</p> <p>Unplanned child care need (e.g. provider illness)</p> <p>Religious observances</p> <p>Marriage of Son or Daughter</p> <p>To attend funeral for someone who is not an immediate family member, but the employee is close to and would not be reasonably expected to miss the funeral (e.g. coworker, niece, etc.)</p> <p>Car issues/trouble (if reasonable time) --including picking car up from shop</p> <p>Transportation issues such as major incident on travel route.</p>	<p>Pick up child from school --unless other reason for PRN like child was sick or person who scheduled to pick up child cancelled unexpectedly</p> <p>No childcare --unless unplanned, e.g. daycare provider called that morning saying daycare was closed</p> <p>Family illness (need relationship)</p> <p>To care for boyfriend/girlfriend unless qualifying under immediate family definition</p> <p>Home repair (non-emergency)</p> <p>Transportation issues such as no parking spaces; not allowing sufficient time to arrive at work.</p>
Personal Business (PRB)	<p>Responsibility and rightful concern of individual</p> <p>Could not reasonably be expected to accomplish during non-duty times</p> <p>Classroom Faculty = 8 hours per fiscal year</p> <p>Coordinators, counselors, nurses, librarians = 15 hours</p> <p>General reason must be provided to supervisor but not required on absence report.</p> <p>Can use in increments of less than 1 hour</p>	<p>Child's school meeting/appointment</p> <p>Parent/teacher conference</p> <p>Scheduled home repair</p> <p>Legal appointment</p> <p>Meeting with tax preparer or other financial business</p>	<p>Pick up car from shop --planned car maintenance could be done outside of work hours (if shop only open during work hours, then it would be allowed under PRB; emergency repairs fall under PRN.)</p> <p>Travel</p>
Sick (SCK)	<p>Accrual is 1 day/month. for 10 months (pro-rated for less than full-time employees)</p>	<p>Employee's own illness</p> <p>Employee's own doctor appointments</p>	<p>Family member ill</p>