

OFF-WORK ORDERS

WHAT? WHO? WHY? WHEN? HOW?

- **What Are They:** Off-Work Orders (OWO) Written Notice from caring physician excusing or placing the employee off for a specific amount of time.
- **Who Needs Them:** Personnel Services (Personnel Analysts) should be the first to receive OWOs; they will send them to your Service Area, Risk Management, and Fiscal Services.
- **Why Send Them In:** OWOs excuse your time, while still using your sick time. Once sick time is exhausted you will receive differential pay which is (Your Rate – Substitute Rate = Differential Rate) for up to 100 days
- **When Should You Send It:** As soon as you get a doctor's note, it should be sent to Personnel Services.
- **How To Send It:** OWOs can be dropped off in-person or by a family member to Personnel Services or sent via email (Scan or Picture) to mamador@rialtousd.org and nsotelo@rialtousd.org.

Acceptable Off-Work Orders Must Have:

- Employee First & Last Name
- Medical Office Name
- Start Date/End Date
- Return to Work Date (*optional*)
- Medical Provider Signature (Wet or Electronic)

MODIFIED WORK ORDER

THERE MAY BE A RISK

If the member's Off-Work Orders (OWOs) contain **Modified Duty/Work Restrictions**, then the employee must be cleared to return to work before reporting to the site during the dates highlighted on the note. **It is best practice to include Risk Management on your Doctor's notes** **if** there are any restrictions/modifications.

DO NOT RETURN TO WORK UNLESS Risk Management has cleared you or requested more information, if needed. *If you do not hear from Risk Management within 3-5 business days, please contact them at (909) 820-7700 x2116 or x2111.*

39-MONTH REEMPLOYMENT LIST (Illness)

Members who exhaust all available sick leave and extended sick leave will be placed on the 39-Month Reemployment list.

The employee shall provide medical documentation to Personnel Services if they are cleared to return to work while on the 39-Month Reemployment list. The employee shall be entitled to return to the same position, if vacant, or a similar position

Members should always review affidavits before signing. Refer to your BESTNET account for updated leave balances.

BESTNET		Leave Balances	
Main Menu	Bank	Balance	
Home	EXCESS USE	#####	
Employee Info	NON-DUTY	#####	
Earnings & Leave	OTHER	#####	
Benefits	SB114 LEAVE	#####	
Taxes	SICK LEAVE	#####	
Vaccination	VACATION LEAVE	#####	
Electronic Consent			
Leave Balances			
Attendance			
Preferences			
Change Password			
User Guide			
Logout			

Certificated Leaves

The Basics



PERSONNEL SERVICES CONTACTS:

Personnel Analysts, Nubia Sotelo (CE) or Marcos Amador (CL)

Telephone (909) 820-7700 x2408 or x2407

Email: nsotelo@rialtousd.org and/or mamador@rialtousd.org

ABSENCE LEAVE TYPES

LEAVE TYPES AND THEIR BANKS

Certificated Members have access to the following Leave Types

- **Sick Leave/Medical Appointment:** Employees earn 1 sick day per working month during the regular year. Illnesses and Medical Appointments are for the employee's **own** illnesses/appointments. **(From employee's sick leave bank)**
- **Family Illness:** Entitled to 6 days from allotted sick leave every school year for **child, parent, or spouse/domestic partner**. Caregiver Notices fall under "Family Illness". **(From employee's sick leave bank)**
- **Personal Necessity/Personal Business:** Employee may use not more than 10 days per year of accumulated sick leave for qualifying reasons in the REA contact. **(From employee's sick leave bank)**
- **Jury Duty:** Entitled to paid leave for jury duty. Must attach jury notice to affidavit. **(District paid time)**
- **Bereavement:** Entitled to 3 days of paid bereavement or 5 days of paid bereavement for the loss of a child or stepchild. Member can request through Personnel an additional 2 days of bereavement due to out of state travel. **(Not from employee's bank)**

See Next Panel for Bereavement Information

***The law does not require that employers pay for bereavement leave. The district has paid bereavement policies in place and they differ per bargaining unit.**

BEREAVEMENT LEAVE

BEREAVEMENT EXPANSION (CERTIFICATED ONLY)

Per the REA contact, employees may take 3 days of paid bereavement for the following family members:

Employee	Spouse/Domestic Partner
Mother*	Mother
Father*	Father
Stepmother	Stepmother
Stepfather	Stepfather
Grandmother*	Grandmother
Grandfather*	Grandfather
Grandchild*	Grandchild
Spouse/Domestic Partner*	
Son**	Son
Stepson**	
Daughter**	Daughter
Stepdaughter**	
Brother*	Brother
Stepbrother	Stepbrother
Sister*	Sister
Stepsister	Stepsister
Aunt	Aunt
Uncle	Uncle
Anyone other than a tenant living in the immediate household	

*The above family members would qualify for bereavement under the REA contract and CA State Law will receive 3 days of paid bereavement, 2 days of unpaid bereavement leave

- If the employee has available sick leave they are able to use it to supplement the unpaid time. **(Submit proper paperwork to Fiscal)**

**Per REA contract, the above family members will receive 5 days of paid bereavement leave.

OTHER LEAVES

LEAVES, LEAVES, AND BEYOND

- **Family Medical Leave Act/California Family Rights Act (FMLA/CFRA):** To care for the serious health condition of the employee or a qualifying family member. In order to qualify the employee must have:
 - 1 year of service within the district **and**
 - Worked 1,250 hours in the months prior to taking the leave

Note: FMLA/CFRA is **unpaid time** unless the employee has time on the books

Type of FMLA/CFRA	Pay Breakdown
FMLA/CFRA For Employee	Fully paid to the extent you have sick leave available (Differential once sick leave is exhausted)
FMLA/CFRA for Family Member	Paid to the extent you have sick leave available; up to 10 Personal Necessity days and up to 6 Family Illness per year, then unpaid
CFRA/Baby Bonding	Fully paid to the extent you have sick leave available (Once exhausted differential or 50% whichever is greater)

- **Unpaid Leave of Absence: Permanent** unit members may request an unpaid leave of absence, the reasons include but are not limited to: *Child Rearing, Health, Study, Legislative, Parental Leave, & Disability Allowance Leave* **(Contact Personnel for Specific Inquiry Information)**
 - Requests that are ≤ 30 days can be approved by the Lead Personnel Agents of Personnel Services
 - Requests that are > 30 days must be Board Approved before leave is taken