

## 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 50% of your pay 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](mailto:mamador@rialtousd.org) and/or [nsotelo@rialtousd.org](mailto: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 reemployed in the first vacancy in the classification of his or her previous assignment.

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			

# Classified Leaves

## The Basics



## PERSONNEL SERVICES CONTACTS:

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

Telephone (909) 820-7700 x2408 or x2407

Email: [mamador@rialtousd.org](mailto:mamador@rialtousd.org) or  
[nsotelo@rialtousd.org](mailto:nsotelo@rialtousd.org)

## ABSENCE LEAVE TYPES

### LEAVE TYPES AND THEIR BANKS

Classified Members have access to the following Leave Types :

- **Sick Leave/Medical Appointment:** Employees earn 1 sick day per working month during the regular school 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.** Caregiver Notices fall under "Family Illness". **(From employee's sick leave bank)**
- **Personal Necessity:** Employee may use not more than 7 days per year of accumulated sick leave for qualifying reasons in the CSEA contract. **(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 spouse. Eligible for 5 days of paid leave due to prolonged travel. Proof of travel must be sent to Personnel Services for approval. **(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 (CLASSIFIED ONLY)

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

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

\*The above family members would qualify for bereavement under the CSEA 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, vacation, or personal leave they are able to use it to supplement the unpaid time. **(Submit proper paperwork to Fiscal)**

\*\*Per CSEA 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 from the date the request is made.

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

Type of FMLA/CFRA	Pay Breakdown
FMLA/CFRA For Employee	Uses Sick Time (50% with Dr.'s Note)
FMLA/CFRA for Family Member	Paid (7 Personal Necessity   6 Family Illness) Then Unpaid
CFRA/Baby Bonding	Uses Sick Time (50% once exhausted)

- **Unpaid Leave of Absence:** **Permanent** unit members may request an unpaid leave of absence. **(Contact Personnel for Specific Inquiry Information)**
  - Requests that are  $\geq 30$  days must be Board Approved before leave is taken.
  - Requests that are  $< 30$  days can be approved by the Lead Personnel Agents of Personnel Services. (At least 5 days prior notice for approval process)