



CONTACT

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What's the Difference between a Personal Day and a Sick Day?

Bargaining Unit members receive 12 days of sick leave the first day of the school year. (Adult Education Bargaining Unit members receive 1 hour sick leave for each 17 hours of pay expected to be received by June 30.)

Personal Necessity Leave Comes Out of Current Sick Leave

Up to 9 days of current sick leave may be used for personal necessity leave. Submit the District form with one of the following reasons. The reasons for personal necessity leave are:

1. witness, defendant, litigant or official government order
2. attendance at funeral
3. obligation required by leadership position or membership in professional organization
4. attendance required to conform with legal procedure or resolve threats to one's personal assets
5. observance of nationally recognized religious holiday
6. post-natal child care leave within 15 days of birth of child

Personal necessity leave in excess of 9 days is allowed for the death, accident, or illness of a member of the immediate family.

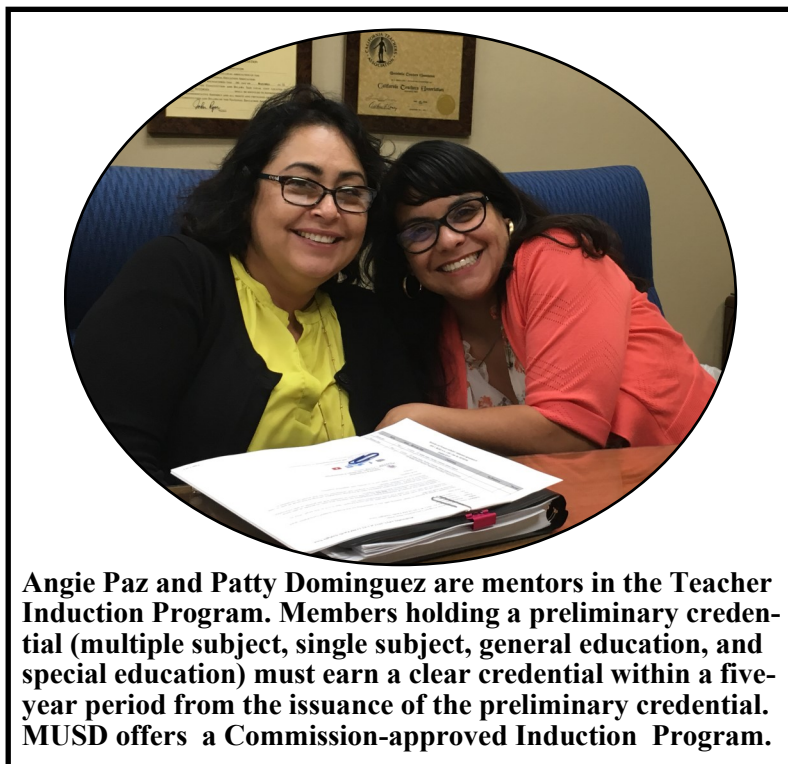
Personal Business Leave

Up to 3 of 9 personal necessity days can be used for personal business leave. Make request by 9 a.m. 2 days in advance of leave (except in emergency). Complete District Leave Request form. Write the reason for leave "Article XVI, Section J.a.a.7." No other information is required. Denial or approval of the request must be given to the member by noon following the day of the request.

Accruing Sick Leave Is Beneficial in the Long Run

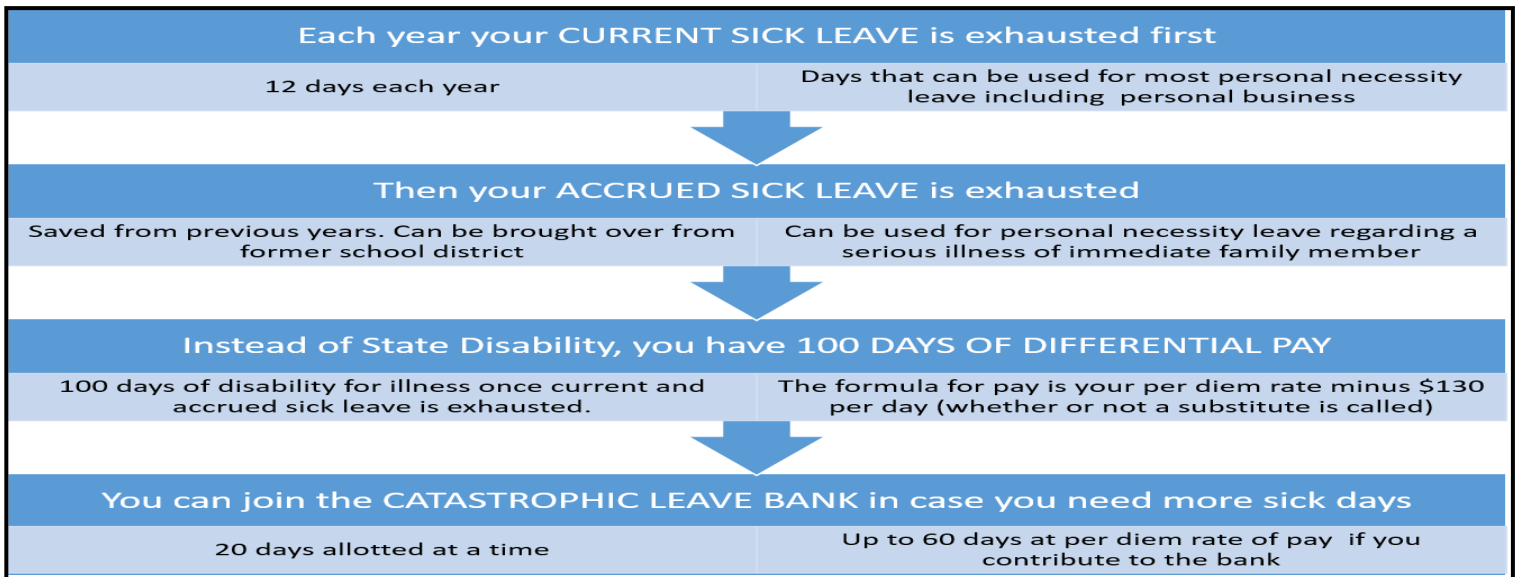
Each year Bargaining Unit members accrue sick leave. Full time K-12 Bargaining Unit members earn 12 days per year, and Adult Education Bargaining Unit members earn 1 hour per 17 hours of expected work. All sick leave can be accrued and expended in following years.

- Accrued sick leave increases retirement compensation.
- Accrued sick leave transfers from one school district to the other.
- Sick leave allows Bargaining Unit members to retain employment throughout long term illness.
- Members may sell back current sick leave at the end of the school year.

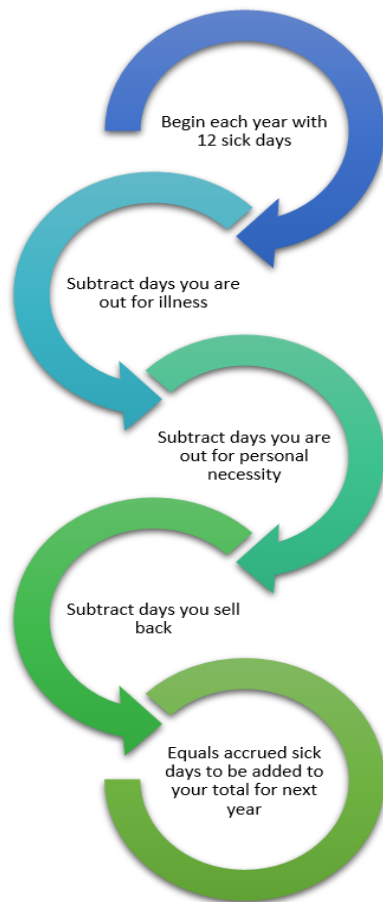


Angie Paz and Patty Dominguez are mentors in the Teacher Induction Program. Members holding a preliminary credential (multiple subject, single subject, general education, and special education) must earn a clear credential within a five-year period from the issuance of the preliminary credential. MUSD offers a Commission-approved Induction Program.

Understanding Sick Leave Accrual



What's Accrued Sick Leave?



Selling Back Sick Days

Members who were first employed by the District subsequent to July 1, 1980 may sell back current sick leave plus 10 additional accrued sick days upon resignation from the District. Payment will be made at the current rate of substitute pay (\$160/day). Requests are due to Payroll at the end of the school year. A form is available on the district website and MontebelloTeachers.org.

100 Days Difference Pay Is Instead of State Disability Insurance

Bargaining Unit members do not receive State Disability Insurance. The 100 days difference pay (your per diem rate less \$130 per day) is in lieu of State Disability Insurance (SDI).