



OFFICE OF THE ASSISTANT SUPERINTENDENT
HUMAN RESOURCE SERVICES
1515 HUGHES WAY, LONG BEACH, CA 90810
(562) 997-8258 FAX (562) 997-8300

February 24, 2021

Dear Classified Employee,

We appreciate your continued support of our school communities and we look forward to seeing TK-5 employees' return to sites on March 22, 2021 and middle and high school staff on April 12, 2021 to prepare for students' return to in-person learning. As our phased return approaches, we would like to ensure that each employee is aware of the available leaves of absence. In the event an employee is not able to return on the designated preparation date, please notify the appropriate manager no later than Friday, March 12, 2021 to initiate the leave process. The available leaves of absence with and without pay consist of the following:

- Personal Medical Illness: With appropriate medical documentation, you may first exhaust your own Sick Leave. When all available Sick Leave (including vacation for eligible employees) has been exhausted and you continue to be absent on account of personal illness, you are entitled to Statutory Leave. Statutory Leave provides one hundred (100) days (eight hundred [800] hours) of leave at half (1/2) pay.
- Personal Necessity Leave: Classified employees may use up to seven (7) days of sick leave per fiscal year for personal necessity.
- Quarantine Leave: CSEA bargaining unit members under personal quarantine by written order of the health officer of the city or county, or district whether because of their own illness or on the account of the illness of others, shall be provided a maximum of up to (10) days of paid leave to quarantine. [CSEA Quarantine Form](#)
- Family Member's Serious Medical Illness: If you have worked for LBUSD for at least one year and have worked 1,250 hours in the previous year, you may be eligible for Family Medical Leave (FMLA) to care for an ill family member. FMLA is a 12-week leave that is unpaid, but you retain your health benefits. [FMLA Certification](#) & [LOA Form](#)
- Unpaid Leave of Absence: If you would like to remain out, but do not qualify for the first three options, you may apply for an unpaid leave of absence without health benefits until the end of the school year. [Classified LOA Form](#)

If you have a question regarding specific classified leaves of absence, feel free to contact Human Resource Services at extension 8204 for clarification.

Thank you for your continued commitment to education. Our collective efforts can lead to our students emerging as the most resilient, creative, compassionate, and courageous generation.

Sincerely,

David Zaid
Assistant Superintendent