

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Certificated Administrative Services

REQUEST FOR EXTENDED ILLNESS BENEFIT – 10/90 APPLICATION
(CERTIFICATED MANAGEMENT PERSONNEL)

I am requesting the Extended Illness Benefit (10/90) under Article XI, Section 4.1 (d) of the District/AAALA Agreement (see reverse side).

NAME: _____ PERS ID/EMP. NO: _____
(PRINT) LAST FIRST

SCHOOL/OFFICE: _____ LOCAL DISTRICT/DIVISION: _____

CURRENT CLASSIFICATION STATUS: PERMANENT OTHER: _____

HOME ADDRESS: _____ ZIP CODE: _____

CITY: _____ PHONE NO: () - _____

I AM REQUESTING THE 10/90 ILLNESS BENEFIT FOR THE SCHOOL YEAR _____ - _____

I AM CURRENTLY ON AN APPROVED ILLNESS LEAVE: BEGINNING DATE _____

ENDING DATE: _____ I PLAN TO REQUEST AN EXTENSION YES NO

I UNDERSTAND THAT ONCE MY REQUEST FOR THE 10/90 ILLNESS BENEFIT IS SUBMITTED, PAYROLL ADMINISTRATION MUST VERIFY MY ELIGIBILITY. THIS PROCESS TAKES APPROXIMATELY FOUR WEEKS. THEREAFTER, I WILL BE NOTIFIED BY MAIL OF MY ELIGIBILITY BY HUMAN RESOURCES OFFICE. COPIES OF THE LETTER WILL ALSO BE MAILED TO MY SCHOOL OR OFFICE LOCATION FOR PAYROLL TIME REPORTING PURPOSES, HEALTH INSURANCE SECTION FOR CONTINUANCE OF MY HEALTH INSURANCE, AND TO THE OFFICE OF BENEFITS ADMINISTRATION.

I FURTHER UNDERSTAND THAT THERE WILL BE A DELAY IN MY RECEIVING THIS BENEFIT IF ELIGIBLE, FOR THE SCHOOL YEAR I HAVE REQUESTED IF I DO NOT HAVE AN APPROVED "ILLNESS" LEAVE ON FILE BEGINNING JULY 1, OF THAT SCHOOL YEAR.

Signed: _____ Date: _____

MAIL THIS REQUEST TO: Maria Voigt, Director
Human Resources Division, 14th Floor
Certificated Administrative Services
P.O. Box 3307
Los Angeles, CA 90051



Article XI – Leaves and Absences

4.1 Accrual and accounting of illness absence credit shall be as follows:

- a. Each employee shall accrue 0.05 hour of full-pay illness absence credit for each hour for which salary is received in an administrator position except salary received for sabbatical leave.
- b. At the beginning of the pay period immediately preceding July 1, each active employee who has accrued fewer than the number of full-day illness absence hours equivalent to 100 days shall be credited with the number of halfpay illness absence days which, when added to the accrued full-pay illness absence days equals the equivalent to 100 days of full-day and half-pay illness absence days.
- c. At the beginning of the pay period immediately preceding July 1, each active employee shall receive credit for full-pay illness absence hours, equivalent to one day for each pay period assigned, prior to accrual. However, an employee who uses such a credit prior to actual accrual shall not accrue or be credited with additional absence hours until the negative balance has been restored.
- d. An exception to the “active employee” requirement of paragraph c. will be made upon request once in each employee’s career to permit qualification for the annual full and half-pay illness absence hours, even though the employee is unable to report to work at the commencement of the employee’s annual assignment basis due to illness, provided the following conditions are met.
 - (1) The employee holds probationary or permanent District status.
 - (2) The employee did not carry over any full-pay illness hours from the previous year. Article XI – Leaves and Absences
 - (3) The employee has on file an illness leave request satisfying the certification requirements of this Section.
- e. If an employee is paid for more than the illness absences to which entitled, or terminates employment prior to accruing leave taken in advance, the employee shall be required to refund to the District the salary to which not entitled. This requirement shall be waived in the event of the employee’s death or physical or mental disability.
- f. Unused full-pay illness absence credit shall be cumulative from year to year without limitation. Half-pay illness credit shall not be cumulative from year to year.

When an employee is absent under this Section and such absence is properly verified, an employee will receive full normal pay up to the total of full-pay days credited. Full-pay illness benefits shall be used before available half-pay benefits may be used. Additional days of illness absence will be at half-pay up to the total of half-pay days credited if available. Further illness absence shall be non-paid absence, unless the employee requests use of any accrued vacation.

The amount of illness absence taken in any pay period shall not be in excess of the illness absence accumulated by the close of the pay period immediately preceding the illness absence, except as provided in paragraph 4.1 c. above. Pay for absence shall not be made in increments of less than .3 hours.