



**Monday, July 13, 2026  
11641 Blocker Drive, Suite 120  
Auburn, CA 95603**

**Executive Committee Meeting  
4:30 pm**

**The public may attend at the address listed above.**

**Zoom Link Available**

Invite Link

<https://us02web.zoom.us/j/85755001043?pwd=CaoSKsAPPbYWFogadualAITFxJ8khz.1>

Meeting ID: 857 5500 1043

Passcode: 020485

- 1) CALL TO ORDER
- 2) MEMBERS & GUESTS PRESENT
- 3) APPROVE THE AGENDA
- 4) PUBLIC COMMENT
- 5) NEW BUSINESS
  - a) Executive Director Extended Medical Leave  
*The committee will discuss the Executive Director extended medical leave*
  - b) Executive Director Health Insurance Discussion  
*The committee will discuss the Executive Director's Health Insurance options and may make recommendations at next Board meeting*
  - c) Executive Director Position Options  
*The committee will discuss the Executive Director's position options and may make recommendations at next Board meeting*
  - d) Salary Discussion  
*The committee will discuss and make recommendations for Salary adjustments*
- 5) ADJOURNMENT

Telecommuting is an alternative method of meeting the needs of the District and is not a universal employee benefit. As such, the District has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time. All requests for telecommuting must be presented to the supervisor in writing. Nothing in this policy alters the at-will nature of the employment relationship, under which the employment relationship may be terminated at any time by either you or the employer for any reason, or for no reason.

Employees who are not meeting performance standards will not be permitted to telecommute.

### **Leaves of Absence**

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the District. It is the policy of the District to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

All requests for leaves of absence shall be submitted in writing to the Executive Director. The Executive Director must submit a leave of absence request to the Board President for approval. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable. When you become aware of your need for leave, requests should be provided as soon as possible. If your need for leave is not foreseeable, you should follow the District's customary notice and procedural requirements for requesting leave. Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment. While on a leave of absence, you may not obtain other employment or apply for unemployment insurance. If either of these instances occurs, you may be viewed as having voluntarily resigned from the District.

You will not accrue any PTO while you are on a leave of absence, regardless of whether it is paid or unpaid. There are several types of leaves for which you may be eligible.

### **Medical Leaves of Absence**

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth and related medical conditions) for up to twelve weeks with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible, but requests are encouraged to be provided at least 30 days in advance when possible. If your need for leave is not foreseeable, you should follow the District's customary notice and procedural requirements for requesting leave. If you are granted a medical leave, you are required to use any accrued PTO, vacation or sick leave, previously accrued.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work, when the employer is unable to accommodate additional leave or after a total of up to twelve weeks of leave,

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**Revised Date: April 2026**

whichever occurs first. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. You must present a doctor's certificate showing fitness to return to work.

For the duration of any leave of absence, health and life insurance benefits ordinarily provided by the District, and for which you are otherwise eligible, will be continued for a maximum period of 12 weeks from the start of the leave. During this time, you will be required to contribute your portion of the premium on the same basis as you would have been required during your normal working relationship, including payment of any premium for the dependent coverage you have elected.

Beyond this coverage period, if you wish to continue these benefits you may do so by electing to continue the benefit through the Cal-COBRA provisions, and by paying the applicable premiums.

You will not accrue PTO while you are on a medical leave of absence.

If returning from a non-work-related medical leave, you will be offered the same position held at the time of leaving, if available. However, unless you are on a pregnancy disability leave, we cannot guarantee that your job or a similar job will be available upon your return. If the District is unable to provide a job for you at the end of your leave, we will end your employment, but you will be eligible to apply for any opening that may arise for which you are qualified.

### **Bereavement Leave**

The District provides employees who have been employed by the District for at least 30 days prior to the commence of leave up to five days' unpaid bereavement leave in the event of a death in your immediate family after you have been employed for at least 30 days. For purposes of this policy, "immediate family" includes your spouse, parent, parent-in-law, child, sibling; your spouse's parent, registered domestic partner; and your grandparents or grandchildren, and any other person who is a legal dependent of the employee.

The time off may be taken intermittently, but must be used within 3 months of the death. If you need to take time off due to the death of an immediate family member you should contact your supervisor. Your supervisor may approve additional unpaid time off.

### **CFRA (California Family Rights Act)**

#### **Eligibility and Terms of the Leave**

If you have worked at least 12 months and for at least 1250 hours in the previous 12 months and work at a worksite where the employer employs 5 or more employees, you will be eligible to take a family care and medical leave of absence under the California Family Rights Act of up to 12 workweeks in a 12-month period. The District uses the Rolling Year for calculation of CFRA. This "rolling" 12-month period begins on the date your CFRA leave begins, and ends 12