

**ALL Secondary CUSD Employees:**  
**Confirm your most-current LEAVE totals immediately!**

CUSD Colleagues,

- Whereas, all standard contractual LEAVE options remain available to District employees,
- Whereas, each employee is entitled to a complete copy of your most-current available LEAVE for the 2020-21 school year.
- Whereas, all employees may submit a formal request to HR Director, Ms. Diana Zapata ([dzapata@cUSD.net](mailto:dzapata@cUSD.net)).

Union leadership continues to encourage ALL District employees to seek clarification regarding your LEAVE eligibility. We have provided a template, below:

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Begin DRAFT  
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Dear Human Resource Director, Diana Zapata:

As I consider the return to IN-PERSON learning, I am compelled to confirm my most-current LEAVE status with CUSD. Therefore, please provide the following data at your earliest convenience, but before March 29, 2021.

1. Total available annual LEAVE , provided during the 2020-21 instructional year
2. Total available accumulated LEAVE , based on LEAVE accumulated from previous years of service.
3. My current eligibility for FMLA - LEAVE, in the event I initiated such a request for the remainder of the 2020-21 instructional year.
4. My current eligibility for FFCRA - LEAVE, in the event I initiated such a request for the remainder of the 2020-21 instructional year.

Your prompt response is appreciated.

Sincerely,

Employee name & date

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end DRAFT  
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We encourage District employees to initiate their inquiry immediately; so as to be prepared for the variety of uncertain outcomes associated with CUSD's decision to reopen secondary school-sites amid the ongoing COVID-19 pandemic.

Moving forward, please let us know how the Union might further support your interests.

~ CAUSE Leadership