

Resolution No. 2024-02

Exhibit A

Below represents the changes made to the Mission Springs Water District Personnel Rules and Regulations:

Rule 26.B. Sick Leave Usage - Revised

Additionally, employees may use ~~the first three~~ sick days available to them ~~each year~~ to care for a “designated person” so long as the employee identifies that person at the time of requesting sick leave.

Rule 26.E.2.b Sick Leave Bank for All Other Employees Including Temporary, Extra help, part-Time, and Seasonal Employees, Who Work 30 or More Days Within A Year - Revised

Employees who qualify for sick leave under this section are entitled to use accrued sick days beginning on the 90th day of employment. Temporary, extra help, part-time, and seasonal employees shall receive ~~27 40 hours (or three (3) days)~~ of sick leave in their sick leave bank immediately upon commencement of employment. Unused sick leave at the end of the calendar year may not be carried forward and sick leave may not be cashed out. Thereafter, at the beginning of each subsequent calendar year, the employee shall begin the year with ~~27 40 hours (or three (3) days)~~ in their sick leave bank.

Rule 27.D Reproductive Loss Leave added policy.

1. **Eligibility** Employees are eligible for reproductive loss leave if they have worked for the District for at least 30 days prior to the leave’s start and suffer a qualifying event.

2. **Reproductive Loss Qualifying Events** Employees are entitled to reproductive leave if they suffer a reproductive loss qualifying event, which is the day, or the final day for a multiple day even, of any one of the following:

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.
- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement or the failed embryo transfer to the surrogate. This event applies to a person who would have been a parent to the child born of the surrogacy.
- **Miscarriage:** Miscarriage by an employee, by the employee’s current spouse or domestic partner, or by another individual if the employee would have been a parent as the result of the pregnancy.
- **Stillbirth:** Stillbirth resulting from an employee’s pregnancy, the pregnancy of an employee’s current spouse or domestic partner, or another individual if the employee would have been a parent as a result of the pregnancy.

- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to an employee, the employee's current spouse or domestic partner, or another individual, if the employee would have been a parent of a child born as a result of the pregnancy.

3. Leave Usage Employees shall be entitled to take up to 5 unpaid days of reproductive loss leave following a reproductive loss qualifying event (defined above). If an employee experiences more than one reproductive loss qualifying event within a 12-month period, the District shall not be obligated to grant a total amount of reproductive loss leave time in excess of 20 days within a 12-month period.

Reproductive loss leave does not have to be consecutive but, if leave is not taken consecutively, it must be completed within 3 months of the qualifying event.

Employees may elect to substitute any accrued but unused paid vacation, personal leave, or sick leave for unpaid reproductive loss leave.

4. Confidentiality The District shall maintain the confidentiality of any employee requesting leave under this policy. Any information provided to the District in order to support the need for reproductive loss leave shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel as necessary or as required by law.

5. Coordination with California Family Rights Act If, prior to or immediately following a reproductive loss qualifying event, an employee is on or chooses to go on leave pursuant to the California Family Rights Act or any other leave entitlement under state or federal law, the employee shall complete their reproductive loss leave within 3 months of the end date of the other leave.

6. Non-Retaliation or Discrimination The District strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using reproductive loss leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.