

## **Personnel**

### **Leaves**

The Board of Trustees shall provide for paid and unpaid employee leaves of absence in accordance with law, Board policy, administrative regulation and collective bargaining agreements.

The Board may approve the following justifiable reasons for absence as provided by law:

1. Personal illness or injury
2. Industrial accident or illness
3. Childbirth and recovery, care of newborn, placement of a child with the employee for foster care or adoption of a child
4. Military service
5. Family illness or accident; bereavement; fire, flood or other immediate danger to the employee's home or property; and other personal emergencies
6. Vacations for classified staff and certificated management staff, as applicable
7. Jury duty or required court appearances
8. Attendance at work-related meetings and staff development opportunities
9. Compulsory leave

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4131 - Staff Development)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

(cf. 4161.3 - Professional Leaves)

(cf. 4161.5/4261.5/4361.5 - Military Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4231 - Staff Development)

## **Personnel**

### **Leaves (continued)**

(cf. 4261.1 - Personal Illness/Injury Leave)  
(cf. 4261.11 - Industrial Accident/Illness Leave)  
(cf. 4261.3 - Professional Leaves)  
(cf. 4331 - Staff Development)  
(cf. 4361 - Leaves)

#### Long-Term Leaves

With Board approval, employees may receive a long-term leave of absence without pay and without increment, seniority or service credit. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated in a position at the same level (but not necessarily location) as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

#### Legal Reference:

##### EDUCATION CODE

44036 Leaves of absence for judicial and official appearances  
44037 Unlawful to encourage exemption from jury duty  
44842 Failure to provide notice or to report to work  
44940 Sex offenses and narcotic offenses; compulsory leave of absence  
44962-44988 Leaves of absence (certificated)  
45190-45210 Leaves of absence (classified)

##### GOVERNMENT CODE

3543.2 Scope of representation

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; December 5, 2005