

Leaves

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

2. Industrial accident or illness

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

3. Family care and medical leave

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

4. Military service

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

5. Personal necessity and personal emergencies

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

6. Disability leave for certificated employees in accordance with Education Code 44986

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7. Vacations for classified staff and certificated management staff, as applicable

8. Sabbaticals for purposes of study or training related to the employee's job duties

(cf. 4161.3 - Professional Leaves)

(cf. 4261.3 - Professional Leaves)

9. Attendance at work-related meetings and staff development opportunities

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Compulsory leave

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

Long-Term Leaves

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. 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 to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

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

Administrative and Supervisory Personnel

Certificated administrative and supervisory employees who are not subject to the District's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the District's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

For those certificated and classified administrative and supervisory employees who are not subject to the District's certificated or classified bargaining agreements and who earn vacation, the District will payout all earned and accumulated vacation days at the end of each fiscal year.

Vacation time shall be scheduled through the immediate administrator with approval of the Superintendent or designee at a not time not requiring the employment of a substitute whenever possible.

(cf. 2121 - Superintendent's Contract)

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4312.1 - Contracts)

Legal Reference:

EDUCATION CODE

22850-22856 Pension benefits, STRS members on military leave

44018 Compensation for employees on active military duty

44036-44037 Leaves of absence for judicial and official appearances

Leaves

129 44043.5 Catastrophic leave
130 44800 Effect of active military service on status of employees
131 44842 Failure to provide notice or to report to work
132 44940 Sex offenses and narcotic offenses; compulsory leave of absence
133 44962-44988 Leaves of absence (certificated)
134 45059 Employee ordered to active military/naval duty, computation of salary
135 45190-45210 Leaves of absence (classified)
136 FAMILY CODE
137 297-297.5 Registered domestic partner rights, protections and benefits
138 GOVERNMENT CODE
139 3543.1 Release time for representatives of employee organizations
140 3543.2 Scope of representation
141 12945.1-12945.2 California Family Rights Act
142 20990-21013 Pension benefits, PERS members on military leave
143 LABOR CODE
144 230-230.2 Leaves for victims of domestic violence, sexual assault or specified felonies
145 230.3 Leave for emergency personnel
146 230.4 Leave for volunteer firefighters
147 230.8 Leave to visit child's school
148 233 Illness of child, parent, spouse or domestic partner
149 MILITARY AND VETERANS CODE
150 395-395.9 Military leave
151 395.10 Leave when spouse on leave from military deployment
152 UNITED STATES CODE, TITLE 29
153 2601-2654 Family and Medical Leave Act of 1993
154 UNITED STATES CODE, TITLE 38
155 4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994
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157 CSBA (12/88 10/98) 7/08
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159 Reviewed:_____
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