

Leaves

01 The Governing Board shall provide for paid and unpaid leaves of absence for  
02 employees in accordance with law, Board policy, administrative regulation,  
03 collective bargaining agreements, and merit system rules, as applicable.  
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05  
06 (cf. 4141/4241 - Collective Bargaining Agreement)  
07 (cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)  
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09 The Board recognizes the following justifiable reasons for employee absence:  
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12 1. Personal illness or injury  
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14 (cf. 4161.1/4361.1 - Personal Illness/Injury Leave)  
15 (cf. 4261.1 - Personal Illness/Injury Leave)  
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18 2. Industrial accident or illness  
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20 (cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)  
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23 3. Family care and medical leave  
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25 (cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)  
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28 4. Military service  
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30 (cf. 4161.5/4261.5/4361.5 - Military Leave)  
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33 5. Personal necessity and personal emergencies  
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35 (cf. 4161.2/4261.2/4361.2 - Personal Leaves)  
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38 6. Disability leave for certificated employees in accordance with Education  
39 Code 44986  
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Leaves

43 7. Vacations for classified staff and certificated management staff, as  
44 applicable  
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47 8. Sabbaticals for purposes of study or training related to the employee's  
48 job duties  
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50 (cf. 4161.3 - Professional Leaves)

51 (cf. 4261.3 - Professional Leaves)  
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54 9. Attendance at work-related meetings and staff development  
55 opportunities  
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58 (cf. 4131 - Staff Development)

59 (cf. 4231 - Staff Development)

60 (cf. 4331 - Staff Development)  
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63 10. Compulsory leave  
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66 (cf. 4118 - Dismissal/Suspension/Disciplinary Action)

67 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
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70 Long-Term Leaves

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72 With Board approval, an employee may receive a leave of absence, without  
73 pay and without accruing seniority or service credit, for a period of up to one  
74 school year. Applications for long-term leave shall be made in writing and shall  
75 state the purpose for which leave is requested. All long-term leave  
76 agreements shall be in writing and shall state the terms and conditions of the  
77 leave, including the conditions governing the employee's return.  
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80 At the end of a long-term leave, the employee shall be reinstated to a similar  
81 position as that held at the time leave was granted, unless otherwise agreed  
82 upon.  
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Leaves

86 The Board shall consider any written request by an employee to return to work  
87 prior to the expiration date of the leave.  
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90 Administrative and Supervisory Personnel  
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92 Certificated administrative and supervisory employees who are not subject to  
93 the District's bargaining agreement for certificated employees shall generally  
94 be entitled to those leave provisions provided in the bargaining agreement for  
95 other certificated employees unless otherwise specified in individual contract,  
96 memorandums of understanding, Board policy, administrative regulation, or  
97 law.  
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100 Classified administrative and supervisory employees who are not subject to the  
101 District's bargaining agreement for classified employees shall generally be  
102 entitled to those leave provisions provided in the bargaining agreement for  
103 other classified employees unless otherwise specified in individual contract,  
104 memoranda of understanding, Board policy, administrative regulation, or law.  
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108 For those certificated and classified administrative and supervisory employees  
109 who are not subject to the District's certificated or classified bargaining  
110 agreements and who earn vacation, the District will payout all earned and  
111 accumulated vacation days at the end of each fiscal year.  
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114 Vacation time shall be scheduled through the immediate administrator with  
115 approval of the Superintendent or designee at a not time not requiring the  
116 employment of a substitute whenever possible.  
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119 (cf. 2121 - Superintendent's Contract)  
120 (cf. 4300 - Administrative and Supervisory Personnel)  
121 (cf. 4312.1 - Contracts)  
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124 Legal Reference:  
125 EDUCATION CODE  
126 22850-22856 Pension benefits, STRS members on military leave  
127 44018 Compensation for employees on active military duty  
128 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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