

AP 7340 Leaves

Reference:

Education Code Sections 87763 et seq.; 88190 et seq.; Labor Code Section 234

All Employees

Verification of Absence

Employees will verify any absence, and upon return from such absence will complete such absence reports as required. A certificate of illness will be signed by any person absent because of illness, and a statement from a physician may be required at the request of the District.

Reporting of Absence

Absence will be reported to the designated supervisor as soon as possible but not later than one hour after the usual reporting time. The employee will keep his supervisor informed of the date of his/her expected return to duty.

Provisions for Educational Administrators and Classified Managers and Supervisors

Vacation

Administrators shall accrue twenty-two (22) vacation days per year with full pay, three (3) days of non-accumulative administrative leave, and one (1) additional day to be taken during the winter break (college closure). In the event of termination, employment compensation for unused vacation shall be paid as provided for District employees by Board policy.

A maximum of fifteen (15) days of unused vacation may be exchanged for cash compensation each fiscal year. Exceptions to this may be made by the Chief Executive Officer (CEO).

Sick Leave

Administrators shall be entitled to twelve (12) sick days per fiscal year with full pay per Education Code Sections 87781 and 88191. A maximum of twelve (12) sick days each fiscal year may be used for the purposes of personal necessity.

Sick leave may be used for absence due to personal illness, injury or quarantine. Essential treatment, examinations for diagnostic purposes, and other absences definitely related to an employee's health may be allowed as sick leave.

A signed statement from the employee stating illness as a reason for absence may be satisfactory proof of absence; however, a statement by a licensed physician may be required.

An employee who has been absent due to illness, injury or quarantine for one week or more shall submit to the Office of Human Resources a signed statement from a licensed physician indicating ability to resume regular District responsibilities.

Extended Illness Leave

Management employees shall be credited once each fiscal year with a total of 100 work days of paid sick leave (classified manager or supervisor) or five (5) months (educational administrator), such days to be compensated at 50% of the manager's regular salary. Each fiscal year of paid sick leave (classified manager or supervisor) or five months (educational administrator) sick leave shall be applied, but shall not be accumulative from year to year. In the event, however, that a specified illness continues beyond a fiscal year, any unused portion of the additional 100 work days at 50 percent compensation may be carried over to the immediate subsequent fiscal year. In no case, may more than the 100 additional days be

used for a continuing specified illness. The paid sick leave under this section shall be used only after all other sick leave entitlement has been exhausted and shall be exclusive of any other paid leave, holidays or vacation time for which the manager may be entitled.

Industrial Accident or Illness

The College is self-insured and all required provisions of the Education Code and the Labor Code pertaining to Workers' Compensation shall be met.

Leave of absence for accident or illness arising out of an in the course of employment shall be provided to management employees in accordance with provisions of the Education Code. Allowable leave for each industrial accident or illness shall not exceed 60 working days per fiscal year.

An employee who sustains an injury or illness while working for the College is required to report the incident to his/her supervisor immediately so that he/she can file the required Supervisor's Report of Employee Injury form within 24 hours with the Office of Human Resources.

Personal Necessity Leave

- A. Management personnel may use accumulated sick leave in cases of personal necessity for the following purposes:
 - 1. Death of a member of the immediate family, when leave is required beyond that provided by the Bereavement Leave Policy. Immediate family is defined under Bereavement Leave.
 - 2. Attendance at the funeral of other relatives or close, personal friends of the employee.
 - 3. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any other order made with jurisdiction.
 - 4. An illness or injury to a member of the employee's immediately family, which is serious in nature and under the circumstances the employee cannot be expected to disregard, and which required the attention of the employee during his/her assigned hours of service. Immediate family is defined under Bereavement Leave.
 - 5. The birth of a child making it necessary for an employee, who is either the father or grandparent of the child, to be absent from his/her position during his/her assigned hours of service.
 - 6. Imminent danger to the home of the employee when the danger requires the attention of the employee during his/her assigned hours of service. Such danger must be occasioned by flood, fire, earthquake, or be of other similar serious nature, and under the circumstances cannot reasonably be disregarded by the employee.
 - 7. Parental Leave: To care for his/her child after the birth or adoption of the child.
 - 8. Accidents involving his/her person or property or the property of his/her immediate family. Immediate family is defined under the Bereavement Leave.
 - 9. Participation in lawful meetings, activities or observances, where the employee conscientiously believes that his/her participation therein is necessary and requires his/her absence from duty. Such leave shall not be used to conduct business which is related to matters of employee/employer relations or employee organization business.
- B. The following limits and conditions are placed upon the use of cumulative sick leave for Personal Necessity Leave:
 - 1. The days allowed shall be deducted from and may not exceed the number of full days' sick leave which the employee has earned.
 - 2. Personal Necessity Leave shall not be granted during an employee's vacation or any other leave of absence.

3. Payment for Personal Necessity Leave shall be made only upon certification by the immediate supervisor and Personnel Office that the absence was due to a situation designated as an emergency within the meaning of policy. The employee shall be required to sign, on a form provided, a statement that such absence was due to an emergency and indicate fully the nature of such emergency. A notice of intent to us this leave shall be submitted in advance whenever it is possible to do so. The College may take whatever steps it deems necessary to satisfy itself that an emergency within the limits of this policy did exist.

Pregnancy Leave

A. With Pay

Pregnancy leave with pay shall be granted to management employees subject to the following conditions:

1. Requests for pregnancy leave with pay shall be accompanied by a statement from the employee's physician stating:
 - a. The date on which the leave shall commence.
 - b. The length of the leave of absence.
 - c. The date on which the employee will resume duties.
2. Pregnancy leave with pay shall commence at such time as the employee and employee's physician certify that the employee's physical condition renders her unable to continue to provide regular service to the District. The employee may return to work at any time after the birth of the child provided that the employee's physician certifies that her postnatal condition is satisfactory.
3. Pregnancy leave with pay shall be charged as sick leave.

B. Without Pay

1. Upon recommendation of the CEO, the Board of Trustees may grant pregnancy leave without pay to management personnel for periods in excess of the time for which a physician's certification has been submitted. Such leave shall be arranged with each employee on a basis acceptable to the District.
2. No credit shall be granted for time spent on pregnancy leave without pay toward advancement on the salary schedule, longevity benefits, or required period of probationary service.

Bereavement Leave

- A. A leave of absence of three days or five days if one-way travel of more than 200 miles is required shall be given in cases of bereavement occurring in the immediate family. Immediate family shall include children, father, mother, sister, brother, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, and grandchildren of the employee or his/her spouse and any other member of the immediate household. Such leave of absence shall be without salary deduction and shall not be charged against sick leave.
- B. At the discretion of the Board of Trustees, additional days may be allowed for unusual circumstances.

Leave for Court Appearance

In accordance with Section 87035 of the Education Code, an employee may be absent from duty, without loss of salary, in order to appear as a witness in a court other than as a litigant, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. A copy of any official order to appear must be submitted to verify the absence. In the case of jury duty, an official court form signed by the court clerk verifying the days and hours of duty rendered must be submitted. Where a fee is payable, other than mileage reimbursement, the

amount of such fee shall be signed over to the College. The employee shall receive his/her regular salary due for the period of absence.

Military Leave

Such leaves shall be granted in accordance with provisions of the Education Code.

Growth and Sabbatical Leave for Educational Administrators and Classified Managers and Supervisors:

- A. **Growth Leave:** Any employee who has served the District for six (6) consecutive years in any full-time capacity as an educational administrator or classified manager or supervisor may be granted a two-month growth leave at full salary. The manager must be able to serve at least two (2) years upon returning from leave. After return from leave, if the employee does not serve the entire period of service required, the employee shall return to the College that portion of the salary earned during the leave, except in the case of death or permanent disability.
- B. **Sabbatical Leave:** Educational Administrators will be eligible for six months or one-year sabbatical leave after six (6) consecutive years in a full-time capacity with the District with a salary of 75 percent of his/her base salary. Sabbatical leaves shall be granted in harmony with the provisions of the California Education Code. After return from leave, if the employee does not serve the entire period of service required, the employee shall return to the College that portion of the salary earned during the leave, except in the case of death or permanent disability.

To apply, submit a request for either type of leave to the appropriate administrator and Human Resources. The provisions of the two leaves are independent of one another.

Leave Provisions for Classified Confidential Employees

Vacation, discretionary, extended illness and pregnancy leave provisions are addressed in the Memorandum of Understanding (MOU) between the Santa Clarita Community College District and the Classified Confidential Employees Group. Please see Administrative Procedure 7240 – Confidential Employees for the full document.