

BP 7340 Leaves

Reference:

Education Code Sections 87763 et seq., 88190 et seq. and cites below

The Chief Executive Officer (CEO) shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors and managers;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated; Education Code Sections 87768.5; 88210
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701
- pregnancy leave; Education Code Sections 87766; 88193; Government Code Section 12945
- use of illness leave for personal necessity; Education Code Sections 87784; 88207
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Section 87036; 87037
- military service; Education Code Section 87700
- sabbatical leaves for tenured faculty and Educational Administrators.

Unauthorized Leave

In the absence of reasonable cause, an employee who, because of an unauthorized absence, fails to perform assigned duties and responsibilities as required by the rules and regulations of the District may be considered to be in violation of one or more section of Board Policy and, therefore, may be subject to disciplinary action as described in Board Policy.

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

See Administrative Procedure 7340

Approved 05/14/08