

**BOARD POLICY 7340 LEAVES**

The Chancellor 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 or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- 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; or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87784.5 and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784; 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court; Education Code Sections ~~87036-87035~~ and ~~87037~~ **87036**;
- military service; Education Code Section 87700;
- voting (up to two hours); Education Code Section 14000;
- sabbatical leaves for permanent faculty; academic employees, administrators and managers;
- vacation leave for members of the classified service, educational administrators and classified supervisors and managers; employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation;
- unpaid leaves in accordance with collective bargaining agreements or administrative procedures for unrepresented employees; and
- Family and Medical Leave; 29 U.S.C. 2601

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

References:

Education Code Sections 87763 et seq. and 88190 set seq. and citations above;  
29 U.S.C. 2601; 29 CFR Part 825;  
Labor Code Sections 245 et seq. ;  
Administrative Procedures 7340, 7341, 7342, 7343, 7344, 7345, 7346, 7347, 7349

Replaces:

Board Policy 3.25 Leaves Without Pay – Certificated Employees adopted May 10, 1988  
Board Policy 3.68 Vacation Management and Confidential (M&C) adopted July 17, 1979 and last revised April 28, 1992  
Board Policy 3.70 Personal Illness or Accident (M&C) last revised April 28, 1992  
Board Policy 3.71 Leave for Illness of Family member (M&C) last revised April 28, 1992  
Board Policy 3.72 Bereavement leave (M&C) last revised April 28, 1992  
Board Policy 3.73 Leave for Required Court Appearance (M&C) adopted April 28, 1992  
Board Policy 3.74 Leaves of Absence Without Pay (M&C)  
Board Policy 3.76 Occupational Disability Leave (M&C)  
Board Policy 3.82 Sabbatical Leave Policy (Certificated Managers) adopted July 17, 1979  
Board Policy 3.85 Administrative Leave (M&C) adopted July 17, 1979 and last revised October 22, 1985  
Board Policy 3.92 Catastrophic Leave (M&C) adopted May 9, 2006

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Revised an approved by the Board of Trustees: