



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 (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 or steward 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; Government Code Section 3558.8);
- 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);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, 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 Section 87035; 87036);
- military service (Education Code Section 87700);
- sabbatical leaves for tenured faculty and Educational Administrators.

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.

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. See, BP/AP 7360 – Discipline & Dismissal Academic Employees, and BP/AP 7365 – Discipline & Dismissal Classified Employees.

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

Board of Trustees Approved: 1/20/2021

Next Review Date: Spring, 2027