

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7340

BP 7340 Leaves

The Superintendent/President 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 and 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 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty and administrators.

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 also Administrative Procedure 7340 – Leaves; Administrative Procedure 7341 – Sabbaticals; Administrative Procedure 7342 – Holidays; Administrative Procedure 7344 – Industrial Accident and Illness Leave; Administrative Procedure 7344 – Notifying the District of Illness; Board Policy/Administrative Procedure 7345 – Catastrophic Leave Program; Administrative Procedure



GOVERNING BOARD POLICIES

7346 – Employees Called to Military Duty; and Administrative Procedure 7347 – Paid Family Leave; and collective bargaining agreements for applicable employee groups

References: Education Code Sections 87763 et seq. and 88190 et seq. and citations listed above;
Labor Code Sections 245 et seq.

Formerly Governing Board Policies 5570 – Management, Supervisory and Confidential Personnel Leaves and 5575 – Management, Supervisory and Confidential Personnel Vacation

Adopted: March 10, 1982

Revised and Adopted: May 10, 1989; November 23, 1993 (for 5575); March 28, 2000 (for 5575); December 20, 2005 (for 5570)

Renumbered, Revised, and Adopted: March 13, 2018