

**Human Resources**

**BP 7340 LEAVES**

**References:**

Education Code Sections 87763 et seq., 87768.5, 88190 et seq., and cites below; Labor Code Sections 245 et seq.

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 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 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 87780.1, 87784.5, 88196.1, and 88207.5);
- 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 Sections 87036 and 87037);
- military service (Education Code Section 87700); and
- sabbatical leaves.

Vacation leave for confidential/supervisory employees and administrators shall not accumulate beyond 31 days of paid leave or 248 hours of paid leave. They 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.

Information on leaves and absences for represented employees can be found in the respective collective bargaining agreement.

Also see BP/AP 7341 titled Professional Development Leave (Administrative), BP/AP 7342 titled Holidays, AP 7343 titled Industrial Accidents and Illness Leave, AP 7344 titled Notifying the District of Illness, BP/AP 7345 titled Catastrophic Leave for Unrepresented Employees, BP/AP 7346 titled Employees Called to Military Duty, BP/AP 7347 titled Family Medical Leave.

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