

## HUMAN RESOURCES

## BP 7340 LEAVES

**References:**

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

The Superintendent/President shall establish procedures for employee leaves as authorized by law, by collective bargaining agreements, and by employee handbooks. 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, confidentials, 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 and 88210)
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701)
- family medical leave and pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945; See BP 7347 titled Family Medical Leave)
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207)
- industrial accident leave (See BP/AP 7343 titled Industrial Accidents and Illness)
- bereavement leave
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037)
- military service (Education Code Section 87700)
- sabbatical leaves and
- load bank leaves (Education Code Section 87790)

Vacation leave for members of the classified bargaining unit, confidential and supervisory team employees (CAST), and educational and classified administrators shall not accumulate beyond two times the annual leave accrual. Employees 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 Governing Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Office of Primary Responsibility: Human Resource Services

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**Date Adopted: 01/13/2009**