

HUMAN RESOURCES

**AP 7340 LEAVES**

**References:**

Education Code Sections 87763 et seq. and 88190 et seq.;  
Labor Code Sections 234 and 245 et seq.

The District recognizes several different forms of leave for employees as delineated in the collective bargaining agreements and employee handbooks. Employees are responsible for completing and submitting required leave documentation at the earliest possible date. Information relative to absences and leaves exclusive of medical information shall be made a matter of record included in the employee's personnel file.

Also see AP 7343 titled Industrial Accidents, AP 7344 titled Notifying District of Illness, and AP 7347 titled Family Medical Leave.

Office of Primary Responsibility: Human Resource Services

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**Date Approved: 11/18/08; Revised: 4/17/18**

*(Replaces former Palomar Policies 156, 156.1, 156.2, 156.22, 156.23, 156.3, 156.31, 156.32, 156.33, 156.35, 156.36, 156.37, 156.371, 170, 171, 172, 172.1, 172.2, 172.3, 172.4, 172.5, and 172.6, Palomar Procedures 156, 156.1, 156.2, 156.3, 156.31, 156.36, 156.37, 156.371, 172, and all previous versions of AP 7340.)*