

HUMAN RESOURCES

BP 7340 LEAVES

References:

Education Code Sections 87763 et seq., 88190 et seq., and cites below;
Labor Code Sections 245 et seq.;;
Article 6, PFF and CCE Contracts

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 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, 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 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);
- family medical leave and pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945). (See BP 7347 titled Family Medical Leave);
- 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 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192). (See BP/AP 7343 titled Industrial Accidents and Illness);
- bereavement leave (Education Code Sections 87788 and 88194);
- military service (Education Code Section 87700);

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(Replaces all previous versions of BP 7340.)

- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- 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.