



## **Classified Personnel - Leaves and Absences**

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board Policy, administrative regulation, and collective bargaining agreements, as applicable.

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury.
2. Industrial accident or illness.
3. Family care and medical leave.
4. Military service.
5. Personal necessity and personal emergencies.
6. Vacations for classified staff, as applicable.
7. Attendance at work-related meetings and staff development opportunities.
8. Compulsory leave.
9. Jury Duty.

### **Long-Term Leaves**

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing to Human Resources and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

#### Administrative and Supervisory Personnel

Classified administrative and supervisory employees who are not subject to the District's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board Policy, administrative regulation, or law.

#### Legal Reference:

##### EDUCATION CODE

44018 Compensation for employees on active military duty  
44036-44037 Leaves of absence for judicial and official appearances  
44043.5 Catastrophic leave  
44842 Failure to provide notice or to report to work  
44940 Sex offenses and narcotic offenses; compulsory leave of absence  
45059 Employee ordered to active military/naval duty, computation of salary  
45190-45210 Leaves of absence (classified)

##### FAMILY CODE

297-297.5 Registered domestic partner rights, protections and benefits

##### GOVERNMENT CODE

12945.1-12945.2 California Family Rights Act  
20990-21013 Pension benefits, PERS members on military leave

##### LABOR CODE

230-230.2 Leaves for victims of domestic violence, sexual assault or specified felonies  
230.3 Leave for emergency personnel  
230.4 Leave for volunteer firefighters  
230.8 Leave to visit child's school  
233 Illness of child, parent, spouse or domestic partner

##### MILITARY AND VETERANS CODE

395-395.9 Military leave  
395.10 Leave when spouse on leave from military deployment

##### UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993

##### UNITED STATES CODE, TITLE 38

4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994

#### Policy Adopted: