



~~EMPLOYEE ILLNESS ABSENCE LEAVE~~ – *Certificated Personnel - Leaves and Absences*

~~The Superintendent or designee(s) may require a physician's or licensed medical practitioner's verification of an employee's claimed illness which caused an absence. Such requirement may be made for each day of illness (or part thereof) claimed by the employee.~~

~~If the employee is unable to establish proof of illness within five (5) days after returning to work, the absence will be considered unauthorized, and per diem salary of the employee will be deducted for each day of absence where the cause remains undocumented to the District's satisfaction~~

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. Disability leave for certificated employees in accordance with Education Code 44986.*
- 7. Vacations for certificated management staff, as applicable.*
- 8. Attendance at work-related meetings and staff development opportunities.*
- 9. Compulsory leave.*
- 10. 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

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

Legal Reference:

EDUCATION CODE

22850-22856 Pension benefits, STRS members on military leave

44018 Compensation for employees on active military duty

44036-44037 Leaves of absence for judicial and official appearances

44043.5 Catastrophic leave

44800 Effect of active military service on status of employees

44842 Failure to provide notice or to report to work

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44962-44988 Leaves of absence (certificated)

45059 Employee ordered to active military/naval duty, computation of salary

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

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