

## Human Resources

**BP 7340 LEAVES****References:**

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

The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88191);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers (Education Code Section 88197);
- leave for service as an elected official or steward 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; Government Code Section 3558.8);
- leave of absence for permanent employees to serve as an elected member of the State legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87784.5 and 88207.5);
- family care and medical leave (Government Code Sections 12945.1 and 12945.2)
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Government Code Section 12945.7 and Education Code Sections 87788 and 88192);
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- military service (Education Code Section 87700);
- sabbatical leaves, if applicable; and
- release time for participation in special assignments (i.e. accreditation related business, statewide taskforce, etc.).

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond 240 hours of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to this policy and collective bargaining agreements, the Board of Trustees retains the right to grant leaves with or without pay for other purposes or for other periods.

See AP 7340 Leaves

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Date Adopted: January 17, 2012

Dates Reviewed/Revised: January 19, 2016; November 17, 2018; November 9, 2021; November 15, 2022

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