

**AP 7340 LEAVES**

**References:**

Education Code Sections 87763 et seq. and 88190 et seq.;  
Labor Code Sections 234, 235, et seq.

**Classified Employees**

Leaves for members of the classified service are stipulated in the appropriate collective bargaining agreement.

**Academic Employees**

Leaves for members of the academic service are stipulated in the appropriate collective bargaining agreement.

**Unrepresented Groups**

The District shall provide leaves of absence for District employees not covered by negotiated labor agreements in the following categories:

**Vacation and Sick Leave** - As stipulated in the relevant salary schedules and condition of work documents.

**Bereavement Leave** - Up to three days for death of an immediate family member and five days if more than 300 miles (one-way) travel is required.

**Jury Duty Leave** - Any necessary absence. Pay shall be limited to the difference between regular salary and the jury fees received.

**Military Leave** - As authorized by law. *(See AP 7346 titled Employees Called to Military Duty)*

**Pregnancy Disability** - Sick leave or other salary continuance benefits available and thereafter unpaid leave for the duration of disability certified by the physician.

**Industrial Accident and Illness Leave** - Up to 60 days per industrial injury.

**Personal Necessity Leave** - Up to seven days of sick leave for death of a family member (beyond bereavement leave), for accidents involving employee's family or property, legal appearances, or other pressing, personal obligations.

**Uncompensated Leave** - Unpaid leaves of absence approved individually by the Board.

**Sabbatical Leave** - Partially-paid leaves granted management employees for professional growth after seven years of full-time service to the District. Employees shall agree to remain in the employ of the District for two years after return from sabbatical leave. Management employees may also be granted short-term administrative leaves of absence for no more than three months after three years of

employment.

**Legislative Leave** - Unpaid leave for anyone elected to the State Legislature or Congress. Leave covers term of office plus six months.

The Superintendent/President or designee shall issue an annual calendar of holidays authorized by the State and the Board. (See BP/AP 4010 titled Academic Calendar)

## 1. ACCRUAL

For represented employees, vacation time is accrued in accordance with negotiated labor agreements. For unrepresented employees, vacation time is accrued on the following basis: (part-time employees accrue on a prorated basis).

MANAGEMENT & SUPERVISORY    22 days per year  
& CONFIDENTIAL

## 2. VACATION USE

- A. The right to vacation shall not become vested until completion of six months of regular service. Vacation may be used as it is accrued, but all vacation is subject to approval by the employee's supervisor.
- B. The use of all accrued and projected vacation may be directed in the event of layoff, dismissal or release from an administrative position to a position not providing vacation accrual. Use may also be directed for the needs of an office or function as determined by the appropriate supervisor and reviewed by the next higher management level.

## Employee Vacation/Off-Duty Periods/Compensatory Time Off

### 1. Vacation

Classified, management, supervisory, and confidential employees accrue vacation through the provisions of collective bargaining agreements or relevant salary schedule and condition of work documents. Less-than-full-time employees accrue vacation time on a pro-rated basis.

- A. All employees can access their leave balances through the MyCom portal. Managers can access their employee's vacation accrual balances through Argos.
- B. Vacation schedules will be based on the needs of the office as determined by the manager, with the request of the employee taken into consideration. The manager is responsible for assuring that each employee schedules and uses all vacation available during the year. The maximum cap for vacation accruals is 240 hours. Any hours in excess of the 240 cap will be paid out to the employee within 60 days. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation. Maintaining the 240 hour cap is a shared responsibility between the employee and the manager. Therefore, leave requests should be scheduled in advance to avoid excess vacation hours.

- C. Following vacation leave, the employee must submit an electronic leave report no later than the last work day of the month.

## **2. Off-Duty Periods**

- A. Off-Duty periods for less-than-twelve-month employees will be scheduled prior to July 1 of each fiscal year by the manager based on the needs of the office and will be integrated with vacation and compensatory time off scheduling. The scheduled off-duty periods may be rescheduled during the year with the approval of the appropriate Vice President.

## **3. Compensatory Time**

- A. Compensatory time must be used within 12 calendar months of the time of accrual. No employee shall be allowed to accrue a compensatory time balance of more than 240 hours.
- B. Managers are responsible for assuring that compensatory time accrued by their employees is scheduled and used within the 12 month period, is scheduled based on the needs of the office, and is integrated with the vacation and off-duty period schedules.
- C. If a manager determines, based on the needs of the office, that compensatory time off cannot be scheduled within the allowable period, the time will be paid. This determination must be reviewed by the next higher managerial level and the cost of paying off the compensatory time will be charged against the Department's budget.

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Date Approved: December 13, 2011

*(Replaces College of Marin Policies 5.0023 and 5.0032 and Procedure 5.0023 DP.1)*

Date Revised: November 17, 2015

**Date Revised: February 16, 2016**