

4.8

LEAVES OF ABSENCE

ADOPT: APRIL 8, 1985

REVISED: APRIL 10, 2001

REVISED: DECEMBER 9, 2008

ED CODE: 87035, 87763, 87781, 87782, 88035, 88190, 88191, 88192

SEIU Article 12

AFA Article 18

The Board of Trustees recognizes the need for long- and short-term leaves of absence when such leaves are considered beneficial to the District and/or employee, and when such leaves are in keeping with existing laws, regulations or contracts.

The Board of Trustees reserves the right to approve all leaves of absence except those covered by law or collective bargaining agreements (i.e. paid sick leave, vacation, industrial accident/illness leave). Unpaid leaves of absences for classified employees of ten (10) days or fewer will need approval by the employee's appropriate administrator and the Component Administrator. Unpaid leaves of absences for classified employees of more than ten (10) days duration will need approval by the employee's appropriate administrator, Component Administrator and the Board of Trustees.

Transfer of Accumulated Sick Leave: In accordance with Education Code Section 87782, any academic employee of a community college district who has been an employee of that district for a period of one school year or more and who accepts an academic position in a school district or other community college district at any other time during the second or any succeeding school year of his/her employment with the first district, or who, within the school year succeeding the school year in which the employment is terminated, signifies acceptance of employment in an academic position in another school district, shall have transferred with him or her to the second school district the total amount of accrued leave to which he or she is entitled under Section 87781.

Benefits of Probationary or Permanent Part-Time Classified Employees: In accordance with Education Code Section 88190, all probationary and permanent part-time classified employees shall be entitled to sick leave, and all other benefits conferred by law on classified employees. Part-time employees shall be entitled to all leaves and benefits granted by the governing board to a majority of the regular full-time employees in the classified service of the district or to regular full-time employees in the same classified positions or general class of positions; but such leaves and benefits may be prorated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year of such part-time employees bear to eight hours per day, 40 hours per calendar week, four calendar weeks per month, or 12 calendar months during the school year.

All other leaves, paid or unpaid, for which classified and academic employees are eligible are listed in the appropriate bargaining agreements.