

Policy 4261: Leaves

Status: DRAFT

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Leaves

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, and any others per collective bargaining agreements, for employee absence. Employees have the right to take leaves as authorized by law and/or collective bargaining agreements, including, but not limited to:

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 classified staff and certificated management staff, as applicable
8. Attendance at work-related meetings and staff development opportunities
9. Compulsory leave
10. Maternity, parental leave, and reproductive loss leave for both certificated and classified staff, as applicable under state law.
11. Bereavement

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 (unless stipulated otherwise in any CBA). Applications for long-term leave shall be made in writing 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 employee held at the time leave was granted, unless otherwise agreed upon.

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

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.

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.

Annually, each management employee shall be allowed absences at full pay for accident, illness or quarantine as follows:

Work Year (based on work days):

240 or more - 12 days sick leave

220-239 - 11 days sick leave

Under 219 - 10 days sick leave
