

Chapter 7 – Human Resources

BP 7340 Leaves

References: Education Code Sections 87763 et seq., 88190 et seq., California Labor Code Sections 245-249: Healthy Workplace Healthy Family Act of 2014 (AB 1522), and cites below:

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

- illness leaves (sick leave) for all classes of permanent employees;
- sick leave for temporary employees not represented by a collective bargaining unit who work for 30 or more days within a year from the commencement of employment (California Labor Code Sections 245-249);
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193, and Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty.

Administrators and managers shall not accumulate beyond 48 days or 384 hours of vacation leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

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