

The Board of Trustees may grant a leave of absence upon the request of an employee. 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 academic 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 87780.1, 87784.5, 88196.1 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 88194);

- Jury service or appearance as a witness in court (Education Code sections 87035 and 87036);
- Military service (Education Code section 87700); and
- Sabbatical leaves for full-time permanent faculty, academic employees, and administrators pursuant to their respective collective bargaining agreement and working conditions manual.

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond the number of days of paid leave or number of hours of paid leave pursuant to their respective working conditions manual. 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 retains the power to grant leaves with or without pay for other purposes or for other periods.

An employee who has been on authorized leave of absence shall be reinstated to an appropriate position for which they are qualified, except an employee who has been on authorized leave of absence for one year or less, and whose position was filled by a temporary worker, shall be reinstated in the position they held prior to going on leave of absence, if the same position exists. No paid leave of absence shall be construed as a break in continuity of service required for employee classification or district benefits. The time during which the leave of absence is taken shall not be considered as employment.

See Administrative Procedures 7340, 7341, 7343, 7345, 7346, and 7347.