



Administrative Procedure 7340 Leaves

Faculty/Certificated Staff

Also refer to CTA Contract, Article 10, Leaves

Sick Leave

Members of the CTA bargaining unit shall accrue twenty (20) days of sick leave with pay for each school year, such leave to be made available on the first day of each school year.

Personal Necessity Leave

Unit member may use accumulated sick leave for personal necessity.

A certificated employee who is a member of the bargaining unit may use accumulated sick leave benefits in a school year for any of the following purposes:

- Accident or illness involving an employee's person or property or the person or property of the employee's immediate family.
- One (1) day of personal leave as determined by the member of the bargaining unit not to be used for activities of the exclusive bargaining agent.
- Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.

The employee utilizing leave as listed above shall verify on the approved District form that the employee has taken a leave for one of the reasons listed above. Advance permission is required for appearance in court.

Bereavement Leave

Unit members may use accumulated sick leave for the death of any of the member's immediate family ("immediate family" is defined in *Education Code Section 87784*).

Pregnancy Leave

A member of the bargaining unit shall be granted a leave of absence for reasons of pregnancy, miscarriage, childbirth, and recovery therefrom. The request for leave, except in the case of a miscarriage, shall be submitted to the Chancellor as far in advance as possible and in no event less than one (1) month before the leave.

Jury Duty

A certificated employee who is called for jury duty will be granted the necessary time off with pay to fulfill the jury obligation without deduction from sick leave.

Classified Staff

Also refer to CSEA Contract, Article 16, Leaves

Sick Leave

Members of the CSEA bargaining unit shall accrue, on a monthly basis, 21 days of sick leave with pay for each school year. The amount of days posted will be 1.75 days, or fourteen (14) hours per month for full time employees and shall be prorated for part time employees.

Personal Necessity Leave

Unit members may use accumulated sick leave for personal necessity for any of the following purposes:

- The death of a member of the employee's immediate family as defined under "Bereavement Leave".
- Accident or illness involving an employee's person or property or the person or property of the employee's immediate family.
- One (1) day of personal leave as determined by the member of the bargaining unit not to be used for activities of the exclusive bargaining agent.
- Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.

The employee using leave as listed above shall verify on the approved District form that the employee has taken a leave for one of the reasons listed above. Advance permission is required for appearance in court.

Bereavement Leave

Unit members may use accumulated sick leave for the death of any member's immediate family ("immediate family" is defined in *Education Code Section 87784*).

Pregnancy Leave

A member of the bargaining unit shall be granted a leave of absence for reasons of pregnancy, miscarriage, childbirth and recovery therefrom. The request for leave, except in the case of a miscarriage, shall be submitted to the Chancellor or designee as far in advance as possible and in no event less than one (1) month before the leave.

Jury Duty

A classified employee who is called for jury duty will be granted the necessary time off with pay to fulfill his or her duty obligation.

Personal Business Leave

Unit members may use accumulated sick leave for personal business days. Such leave may be taken in hourly increments. No more than five (5) unit members shall be allowed absence for such leave at any one time.

Administrative/Classified Management/Confidential Staff

Vacation

Administrative, classified management and confidential employees employed on a twelve-month basis shall be entitled to twenty-two (22) vacation days per year to be accrued and posted at the rate of approximately 1.83 days per month.

Administrative, classified management and confidential employees shall be entitled to those holidays designated in the CSEA Contract.

Administrative, classified management and confidential employees' vacation shall be scheduled to insure staffing throughout the year and shall be approved by their immediate supervisor.

Administrative, classified management and confidential employees shall not be entitled to accumulate more than 44 days of vacation

Administrative, classified management and confidential employees are eligible for bonus vacation days based on accumulated days of sick leave as follows:

<u>Accumulated Sick Leave Days</u>	<u>Bonus Vacation Days</u>
24 – 47 days	1
48 – 71 days	2
72 – 95 days	3
95 or more days	4

Credit for bonus vacations days for each school year will be as of July 1 based on the employee's accumulated sick leave balance as of the previous June 30. Such bonus credit shall not be prorated in fraction of days.

Sick Leave

Administrative, classified management and confidential employees are entitled to twenty-one (21) days of sick leave per year to be posted at the rate of 1.75 days per month.

When an administrative, classified management or confidential employee is absent for more than his/her leave entitlement because of illness or accident, the next five months shall be paid in the following manner:

1. The accumulated sick leave entitlement, carried over from the previous year, shall be applied. The administrative, classified management or confidential employee shall receive full salary compensation for these days of absence.
2. The balance of the work days the administrative, classified management or confidential employee is absent from duty shall be compensated for at a rate of one-half the regular salary.

Should an administrative, classified management or confidential employee be absent for more than 112 working days because of illness or accident, the employee is entitled to receive full salary

compensation only if there are days remaining in the employees accumulated sick leave entitlement. This compensated leave shall terminate when all such entitlement is taken.

Should any salary amount, provided for in the above, fall below 66 and 2/3rds% of the employee's salary, and if the employee is totally disabled, the difference between the employee's salary shall be paid under a coordination of benefits provision of an income protection insurance plan paid for by the District. The specific provision of this insurance plan are outlined in the insurance policy purchased by the District.

Administrative, classified management and confidential employees absent more than five (5) consecutive days may be required to submit a physician's statement or that of a personal authorized by any well-recognized church or denomination to treat people, stating the reason for absence and whether or not the employee can perform all assigned duties.

Should an administrative, classified management or confidential employee of the District, in the opinion of an administrator, show evidence of deviation from normal physical or mental health, the

Chancellor shall report this to the Board of Trustees who shall recommend a course of action in accordance with State law.

The personnel records of the District shall show the attendance of each employee and such days as that employee may be absent for reason of illness, accident or other cause. A record shall be maintained of the unused sick leave days accumulated by each employee.

Misuse of sick leave shall be considered a serious infraction of Board rules subject to the Board's power to discipline employees up to and including dismissal.

Personal Necessity Leave

In case of personal necessity, administrative, classified management and confidential employees may draw on accumulated sick leave for the following reasons:

1. Death of a member of the employee's immediate family ("immediate family" is defined in *Education Code Section 87784*) when additional leave is required beyond that provided by bereavement leave.
2. Accident or illness involving an employee's person or property or the person or property of a member of his or her immediate family.
3. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
4. Medical appointments for dependents.

Bereavement Leave

Administrative, classified management, and confidential employees are entitled to bereavement leave with full pay for the death of an immediate family member ("immediate family" is defined in *Education Code Section 87784*).

Bereavement leave shall be deducted from the employee's sick leave balance.

Pregnancy Leave

Administrative, classified management, and confidential employees are entitled to pregnancy leave for pregnancy, miscarriage, childbirth, or recovery therefrom.

Any period of actual physical disability connected to the above conditions shall be treated as any other physical disability, and any accrued sick leave or other salary continuance benefits shall be available to the employee. Physical disability shall be defined as a period during which the employee is unable to perform job-related duties.

The period beyond, or in addition to, a period of physical disability, during which the employee wishes to remain away from the job, shall be treated as unpaid leave of absence.

Jury Duty

Administrative, classified management and confidential employees are granted a leave of absence should they be called for jury duty. Should an administrative, classified management or confidential employee be called for jury duty, he/she shall report same to his/her immediate supervisor.

Employees regularly called for jury duty will receive the difference between their regular earning and their juror's fees less travel allowance.

While on jury duty, employees are required to report daily their schedule for the following day. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Personal Business

Administrative, classified management and confidential employees may use accumulated sick leave for personal business days. Such leave may be taken in hourly increments. No more than five (5) unit members shall be allowed absence for such leave at any one time.

Board approved: 10/23/01