



## Policy

### 7340 Leaves

The Chancellor 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 [88192](#));
- paid sick leave (Labor Code Section [246](#));
- 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 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](#));
- leave of absence to serve as an elected member of the 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 [87784.5](#) and [88207.5](#));
- 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 (Education Code Sections [87788](#) and [88194](#));
- 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.

Vacation leave for eligible employees shall not accumulate beyond the provisions specified in the appropriate collective bargaining agreement or handbook.

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 of time.

#### References:

Education Code Sections [87763 et seq.](#) and [88190 et seq.](#) and cites above; Labor Code Sections [245 et seq.](#); Collective Bargaining Agreements and Handbook

**Adopted:** October 12, 2016

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