

Policy Change	<input type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input checked="" type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
		Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:
 Updates provided by HR using CCLC templates to inform recommended revisions
 CCLC Spring 2015 Update

Referred to:

Edited:
 3/16/16

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Policy

7340 Leaves

Note: This policy is legally required.

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.

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

3
4 Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess
5 vacation.

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

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10 **References:**

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

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14 **Adopted:**

15 **Last Reviewed:**