

**Policy 4361: Leaves**

**Status:** ADOPTED

**Original Adopted Date: 1/23/2013 | Last Revised Date: 04/23/2014**

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

**Employees have the right to take leaves as authorized by law and/or collective bargaining agreements, including, but not limited to:**

~~The Board recognizes the following justifiable reasons for employee absence:~~

1. ~~1.~~ Personal illness or injury
2. ~~2.~~ Industrial accident or illness
3. ~~3.~~ Family care and medical leave
4. 4. Military service
5. ~~5.~~ Personal necessity and personal emergencies
6. ~~6.~~ Disability leave for certificated employees in accordance with Education Code- 44986
7. ~~7.~~ Vacations for classified staff and certificated management staff, as applicable
8. ~~8.~~ Sabbaticals for purposes of study or training related to the employee's job duties
9. ~~9.~~ Attendance at work-related meetings and staff development opportunities
10. ~~10.~~ Compulsory leave
11. **Maternity, parental leave, and reproductive loss leave for both certificated and classified staff, as applicable under state law**
12. **Bereavement**

**Long-Term Leaves**

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. ~~Employee must request in writing not later than January 15 to the Human Resource department.~~ All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that **employee** held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

#### **Administrative, and Supervisory and Confidential Personnel**

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, ~~memoranda~~ **memorandums** of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

~~Confidential employees who are not subject to the district's bargaining agreement for classified or certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.~~