



Administrative Regulation
Chapter 7 – Human Resources

AR 7340 LEAVES

Leaves and Vacations – Administrators & Managers

1. Paid Leaves of Absence-Academic Administrators*

- A. Illness Leave** - Full-time academic administrators are entitled to 12 days illness leave based on a twelve month assignment and a prorata share thereof for partial contracts. Unused illness leave may be accumulated and carried forward into subsequent years. The District reserves the right to require verification of any absence related to illness/injury or for any other paid leave of absence.
- B. Personal Necessity Leave** - Six days of illness leave may be used for the following an extension of the bereavement leave, an accident or compelling emergency involving a academic employee's person or property or the person or property of a member of the immediate family, precipitous illness of a member of the immediate family, appearance in any court or before any administrative tribunal as a litigant or party, or religious holidays. Other types of personal necessity which involve factors beyond the control of the employee and which require immediate absence must be authorized by the Vice President, Human Resources or designee.
- C. Bereavement Leave** - Bereavement leave of three duty days is authorized upon the death of a member of the employee's immediate family: mother, father, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepmother, stepfather, or any relative living in the immediate household of the employee. Five duty days of bereavement are allowed when out-of-state travel is required.
- D. Jury Duty and Mandatory Court Appearance** - is a third category of authorized paid leave for which academic employees receive pay. Academic administrators absent due to mandatory court appearances, except as a litigant, shall be paid their regular salaries during their absence, and all jury or witness fees shall be signed over to the District. If the jury or witness fees are greater than their regular daily wage, the employee may retain the fees if they request personal leave without pay for the period of absence from duty.
- E. Paid Leaves of Absence** - Classified Administrators/Managers and Confidential Employees: Paid leaves of absences are set forth in Rule XI of the Rules and Regulations of the Classified Service (Personnel Commission Rules).

* Academic Administrators employed by contract should refer to their employment contract

Vacation – Academic Administrators

1. **Number of Vacation Days:** Full-time academic administrators shall earn up to 24 days of vacation per fiscal year at the rate of two days for each full month of service during a fiscal year, subject to paragraph 3 below. Part-time academic administrators shall earn prorated days of vacation per each month of service during a fiscal year based on the ratio to fulltime service. The vacations days that an administrator may earn during any month shall be made available as of the beginning of the month.
2. **Use of Vacation Days:** Academic administrators are encouraged to use vacation days in the fiscal year earned. For example, if an administrator earns 24 days of vacation for the fiscal year, the administrator is expected to take 24 days of vacation.
3. **Vacation Carry over:** It is the intent of this Administrative Regulation to ensure that vacation balances for academic administrators shall not exceed 40 days. Effective July 1, 2015, the following procedure will be implemented: Vacation days will no longer be advanced for the fiscal year. All vacation days will be available for use beginning with the month earned. Administrators will not accrue vacation days for any month in which, at the beginning of the month, his/her vacation balance is equal to or exceeds 40 days. In the event that at the beginning of any month, an administrator's vacation balance is equal to or less than 28 days, he/she shall accrue up to two (~~2~~) days of vacation for the month, provided the total days of vacation does not exceed 40.

Academic Administrators, with advanced approval from the Superintendent/President, may request to be advanced days of vacation provided such request does not exceed 24 days and the administrator submits a vacation usage plan that provides for a vacation balance at the end of the year not to exceed 40 days.

4. **Special Provision for Academic Administrators with a Vacation Balance Exceeding 40 Days as of July 1, 2015:** In the event that an administrator's vacation balance exceeds 40 days as July 1, 2015, he/she shall be required to provide his/her immediate supervisor a vacation plan indicating the days of vacation he/she will take during the fiscal year. This plan must be submitted to the administrator's immediate supervisor by July 1, 2015 and shall schedule sufficient vacation days to make a good faith effort to reduce the administrator's vacation balance as of June 30, 2016 to 40 or fewer days. In each subsequent year, academic administrators with a vacation balance exceeding 40 days as of June 30th of each year, must continue to submit a vacation plan as described above. By June 30, 2017 the vacation balance of any administrator must not exceed 40 days.

Sick Leave for Student Workers and Other Temporary Employees

Student Workers and other temporary classified employees shall be provided sick leave in accordance with Merit Rule 11.10.5.

Also see BP 7340 Leaves, AR 7341 Sabbaticals, AR 7342 Holidays, AR 7343 Industrial Accident and Illness Leave, AR 7344 Notifying District of Absence/Illness, BP/AR 7345 Catastrophic Leave Program, AR 7346 Employees Called to Military Duty, and AR 7347 Paid Family Leave. In addition, refer to the collective bargaining agreements for applicable employee groups.

References:

Education Code Sections 87763 et seq. and 88190 et seq.;
Labor Code Section Sections 234 and 245 et seq.

Approved: September 2003 (for AR 3425) and May 23, 2006 (for AR 3426)

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(Replaces SMC AR 3117, AR 3425, and AR 3426)