



Board Policy
Chapter 7 – Human Resources

BP 7340 LEAVES

The Superintendent/President shall establish administrative regulations 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
- 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 87780.1, 87784.5, 88196.1, 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 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves

Vacation leave for academic administrators shall not be accumulated beyond 30 days of paid leave. 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 of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Also see AR 7340 Leaves, AR 7341 Sabbaticals, AR 7342 Holidays, AR 7344 Industrial Accident and Illness Leave, AR 7344 Notifying the District of Illness, BP/AR 7345 Catastrophic Leave Program, AR 7346 Employees Called to Military Duty, and AR 7347 titled Paid Family Leave.

References: Education Code Sections 87763 et seq. and 88190 et seq. and cites listed above;
 Labor Code Sections 245 et seq.

Adopted: July 9, 2001
Revised: August 7, 2018
(Replaces SMC BP 3434)