

Board Policy 7340

Leaves

The Superintendent/President 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 Section 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 Section 87780.1, 87784.5, 88196.1, and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- use of the Family and Medical Leave Act (FMLA) (29 U.S. Code Chapter 28)
- use of the California Family Rights Act (CFRA) (Government Code Section 12945.2)
- 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 for permanent faculty.

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond 30 days of paid leave as of fiscal year end (June 30) and must be used prior to calendar year end (December 31). Vacation days earned from July through December shall not be included in the 30-day limitation from the prior fiscal year.

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

References:

Education Code Sections 87763 et seq. and 88190 et seq. and cites below;
Labor Code Sections 245 et seq.

El Camino College

Adopted: 6/21/04 (Replaced Board Policies 4231, 4234, 4240, 4241, 4243, 4244, 4245, 4247, 4248, 4321, 4323, 4324; these policies will be continued as administrative procedures.)

Amended: 5/21/18