

SECTION VII: HUMAN RESOURCES
BOARD POLICY NO.: 7340

BOARD POLICY
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

Subject: Leaves

Adoption Date: 7/13/93
Revision Date(s): 11/2/93
08/18/09

Policy Reference:

Education Code Sections 87763 et seq., 88190 et seq. and cities below

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 leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, 12 month faculty 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; Education Code Sections 87768.5; 88210
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701
- pregnancy leave; Education Code Sections 87766; 88193; Government Code Section 12945
- use of illness leave for personal necessity; Education Code Sections 87784; 88207
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Section 87036; 87037
- military service; Education Code Section 87700
- sabbatical leaves for *permanent faculty; academic employees, and administrators.*

Vacation leave for members of the classified service, educational administrators and classified supervisors, faculty and managers shall not accumulate beyond 30 days of paid leave or 240 hours 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 retains the power to grant leaves with or without pay for other purposes or for other periods of time.

See Administrative Procedures [7340].