

**BOARD POLICY
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

Subject: Leaves

Adoption Date:

7/13/93

Revision Date(s):

11/2/93

8/18/09

10/1/13

Review Date:

5/3/11

Policy Reference: Education Code Sections 87763 et seq., 88190 et seq. and cites 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 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; 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 shall not accumulate beyond the number of hours listed below for each constituent group:

- Classified Bargaining Unit – 368 hours
- Administrative Support/Management – 320 hours
- Administrators and 12-month Faculty – 240 hours

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.