

# Sierra College

## BOARD POLICY

**BP 7340**

### Leaves

Date Adopted:	11/16/2004
Date Revised:	12/12/2023
Date Reviewed:	12/12/2023
References:	Education Code Sections 87763 et seq., 88190 et seq. and cites below; Labor Code Sections 245 et seq.

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 88191);
- Paid sick leave (Labor Code Section 246);
- Vacation leave for members of the classified service, administrators, supervisors and managers (Education Code Section 88197);
- 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 for permanent academic employees to serve as an elected member of the State legislature (Education Code Section 87701);
- Pregnancy leave (Education Code Sections 87766, 88193; Government Code Section 12945);
- Leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- Family care and medical leave (Government Code Sections 12945.1 and 12945.2)

- Use of illness leave for personal necessity (Education Code Sections 87784, 88207);
- Industrial accident and illness leave (Education Code Sections 87787 and 88192);
- Bereavement leave (Government Code Section 12945.7 and Education Code Section 87788 and 88194);
- Jury service or appearance as a witness in court (Education Code Section 87035, 87036);
- Military service (Education Code Section 87700);
- Sabbatical leaves for permanent faculty.

Vacation leave for members of the classified service shall not accumulate beyond 192 hours of paid leave. Vacation leave for members of the classified confidential staff, educational administrators, and classified supervisors and managers shall not accumulate beyond 264 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.

Procedures for leaves are outlined in the Sierra College Faculty Association (SCFA) Collective Bargaining Agreement, United Public Employees of California, Local 792 Collective Bargaining Agreement, and the Management & Confidential Employees Handbook.

See Administrative Procedure 7340.