



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Board Policy

Chapter 7 – Human Resources

BP 7340 – LEAVES

The District Chancellor 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) (see AP 7344 titled Notifying the District of Illness);
- 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 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 87784.5 and 88207.5) (see AP 7347 titled Paid Family Leave);
- Use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- Industrial accident and illness leave (Education Code Sections 87787 and 88192) (see BP/AP 7343 titled Industrial Accident and Illness Leave);

- Bereavement leave (Education Code Sections 87788 and 88194);
- Jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- Military service (Education Code Section 87700) (see AP 7346 titled Employees Called to Military Duty); and
- Sabbatical leaves for permanent faculty; administrators and managers (see AP 7341 titled Sabbaticals).

Vacation leave for members of the classified service and supervisory and professional administrators shall not accumulate beyond twice the annual allowance. Managers shall not accumulate beyond three times the annual allowance. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to this policy employee handbooks 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.

References:

Education Code Sections 87036, 87037, 87700, 87701, 87763 et seq., 87766, 87768.5, 87784, 87784.5, 88190 et seq., 88193, 88207, 88207.5, and 88210;
Government Code Section 12945;
Labor Code Sections 245 et seq.

Adopted: 09/11/07

Revised: 12/14/17

(Replaces current SDCCD BP 7340)