
Board Policy
Chapter 7 – Human Resources

BP 7340 LEAVES**References:**

Education Code Sections 87763 et seq. and 88190 et seq. and cites below;
Labor Code Sections 245 et seq.;
Master Agreement | LBCCFA - Long Beach City College Faculty Association;
Master Agreement | AFT - Long Beach Council of Classified Employees;
Management Handbook; Management Professional Development/Evaluation Plan

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 or steward 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; Government Code Section 3558.8);
- 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 87780.1, 87784.5, 88196.1, and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- 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 the number of days of paid leave or the number of hours of paid leave outlined in the classified service Collective Bargaining Agreement or Management Handbook. 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.

Leaves of Absence With Pay

The District grants certain limited leaves of absence with pay that will contribute to the well-being of employees, the District, and/or the community, in accordance with law and the collective bargaining agreements with the Long Beach Council of Classified Employees (LBCCE/AFT/AFL-CIO), and with the Long Beach City College Faculty Association (LBCCFA), and as set forth in the Management Professional Development/Evaluation Personnel Plan (management handbook).

Leaves of Absence Without Pay

The District may grant leaves of absence without pay to classified and academic employees provided the activity to be engaged in while on leave shall be in the best interests of the college and students. Decisions regarding these leaves shall take into account the fiscal and staffing needs of the District.

Vacation Allowance for Administrators, Manager/Supervisors, and Confidential Employees

The District provides vacations for administrators, manager/supervisors and confidential employees to help ensure continued high quality performance.

Also see AP 7340 Leaves, AP 7341 Sabbaticals, AP 7344 Industrial Accident and Illness Leave, AP 7344 Notifying the District of Illness, BP/AP 7345 Catastrophic Leave Program, AP 7346 Employees Called to Military Duty, AP 7347 Paid Family Leave, the Personnel Commission's Rules, and the related collective bargaining agreements for applicable employee groups.

Adopted: February 6, 1978 (*BP 3017*); October 26, 1978 (*BP 3016*); February 1, 1979 (*BP 3032*)

Revised: October 22, 1991 (*BP 3032*); November 26, 1991 (*BP 3016 and BP 3017*); May 22, 2019 (*BP 3017*); November 8, 2023

(Replaces former LBCC BPs 3016, 3017, and 3032)