

3017.

ADMINISTRATIVE REGULATIONS
FOR LEAVES OF ABSENCE WITH PAY

3017.1

The Administrative Dean, Human Resources, shall administer these regulations. These regulations apply to faculty (full-time), administrators, manager/supervisors, confidential employees, and classified employees (permanent, probationary, and provisional). (Note: Bargaining unit members refer to contract for other leaves and specific provisions of these leaves.)

3017.2

Personal Necessity Leave

- A. All employees may use their accumulated sick leave, not to exceed six (6) days, per fiscal year for this leave.
- B. Personal necessity leave shall be granted for any of the following situations:
 - 1. Death of a member of the immediate family when the leave granted under 3017.4 has been exhausted. Member of the immediate family is defined as the mother, father, grandmother, or grandfather of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, foster parent, stepparent, stepson, stepdaughter, foster son, foster daughter, or grandchild of the employee, or any person living in the immediate household of the employee.
 - 2. Accident involving the employee's person or property, or the person or property of a member of the immediate family as defined in B1.
 - 3. Appearance as a witness under an official order: Each date of necessary attendance under such an order, other than the date specified in a subpoena, shall be certified by the clerk or other authorized officer of a court or governmental jurisdiction. Although the employee shall be paid by the District during his/her appearance as witness, any witness fees collected by the employee shall be remitted to the District. Employees may accept payments made by the court for mileage. This section does not apply to professional witnesses.
 - 4. Illness in the immediate family as defined in 3017.2 B1 of the employee.
 - 5. Home protection in the event of a natural catastrophe such as flood, severe storm, fire or earthquake.

6. Paternity.
7. Observance leave for certain religious holidays.
8. Appearance in any court or before any administrative tribunal as a litigant or party.
9. For reasons of compelling personal importance (as per the Education Code, Section 87781.5). (A faculty member must provide 24 hours advance notice of the intention to use this provision.)

3017.3 Imminent Death Leave

All employees shall be entitled to two (2) days (noncumulative) imminent death leave at full pay per fiscal year not to be deducted from sick leave. This type of leave may be authorized in case of accident or critical illness, with death imminent, of a member of the immediate family as defined in 3017.2 B1.

3017.4 Bereavement leave

Each employee is entitled to a paid leave of absence not to be deducted from sick leave, for each occurrence of death of any member of his/her immediate family as defined in 3017.2 B1. Not more than four (4) days shall be granted if travel of less than 250 miles one way is required and not more than six (6) days shall be granted if travel of more than 250 miles one way is required.

3017.5 Discretionary Leave

- A. Each employee shall be entitled to one (1) day (noncumulative) discretionary leave per fiscal year at full pay (not to be deducted from sick leave) for any purpose.
- B. In each instance, the employee shall make the request at least twenty-four (24) hours in advance of the absence.
- C. The District may limit such leaves for faculty members on any single day to not more than thirty percent (30%) of the total faculty.

3017.6 Jury Duty Leave

- A. Employees shall immediately advise their appropriate administrator or supervisor upon receipt of a jury notification. A copy of the notification must be submitted to the Office of Human Resources. Employees shall be paid their regular salary while on jury duty. The fee for jury duty shall be

collected by the employee and remitted to the District (to the Fiscal Affairs Office with the certification of jury duty). The employee may retain any allowance for meals, travel, and parking.

- B. Employees shall return to work during any day in which they do not have to report to court.

3017.7 Parental Leave

An employee who is a natural or adopting parent shall be entitled to ten (10) days of paid leave, deducted from sick leave, for the purpose of caring for the needs of the child.

3017.8 Management Leave

Administrators/Directors on Salary Schedule Eight (8) shall be granted four (4) days (non-cumulative) paid management leave per fiscal year at full pay, to be applied for and approved in the same manner as vacation leave. Manager/Supervisors shall be granted three (3) days (non-cumulative) paid management leave per fiscal year at full pay, to be applied for and approved in the same manner as vacation leave.

3017.9 Confidential Leave

Confidential employees shall be granted three (3) days (non-cumulative) paid confidential leave per fiscal year at full pay, to be applied for and approved in the same manner as vacation leave.

3017.10 Short-term Military Leave

- A. Short-term military leave is defined as leave for temporary military duty ordered for purposes of scheduled reserve drill periods or for active military training, encampment, naval cruises, special exercises, or like activity.
- B. District employees on short-term military leave shall receive their regular monthly and hourly salary, extra compensation, and fringe benefits while on such leave for the first thirty (30) calendar days of any such absence from their regular assignment in one fiscal year.
 - 1. A faculty member shall receive the actual salary he/she would have received for this thirty (30) calendar day period of time.
 - 2. A classified employee or administrator shall receive up to one month's salary.

3017.11 Sick Leave

A. All full-time faculty and educational administrators shall be granted sick leave at full pay per year as listed below. Unused sick leave shall be accumulated.

Twelve Calendar Month Educational Administrators	13 days
Faculty Coordinators (217 days)	12 days
Extended Contract Counselors (197 days)	11 days
School Year Employees (177 days)	10 days

1. If less than a one hundred percent (100%) contract load is worked, the amount of sick leave granted will be based on a proration of the actual time worked during the academic year for academic faculty and during the entire year for administrators.
2. Hourly sick leave for overtime classes shall be credited at the rate of one (1) hour for every eighteen (18) hours paid.
3. During the summer session, classroom assignments shall receive hourly sick leave credit at the rate of one (1) hour for every eighteen (18) hours paid, not to exceed a total of six (6) hours of sick leave credit. Non-classroom assignments shall receive hourly sick leave credit at the rate of one (1) hour for every twenty-six (26) hours paid, not to exceed six (6) hours sick leave credit. Upon exhaustion of hourly sick leave, an employee may elect to draw upon his/her accumulated sick leave for absence due to illness or injury.
4. When sick leave is used in excess of ten (10) consecutive days, an academic employee (as defined in 3017.11A) may be required to secure medical clearance from a District-designated physician prior to returning to work and after obtaining clearance from the employee's physician.

B. All full-time classified employees shall be granted sick leave at full pay as follows:

Twelve Calendar Month Employees	13 days
Eleven Calendar Month Employees	12 days
217-Day Employees	11 days
School Year Employees	10 days



Other eligible classified employees shall be entitled to that proportion of thirteen (13) days of absence for illness or injury with pay according to the assignment.

Unused sick leave shall be accumulated

1. Sick leave shall be credited as of the date of initial appointment with the number of days prorated from the date of appointment to the end of the fiscal year. During an initial probationary period, no more than half the days of sick leave provided shall be paid prior to the first day of the pay period after completion of six (6) months of paid service in a regular assignment.
 2. Sick leave days shall be credited at the beginning of each fiscal year.
 3. Sick leave shall not be allowed while a unit employee is on layoff or leave of absence without pay.
 4. The Superintendent-President or designee may require any employee to report for a health examination when it is apparent that the employee or District may be harmed if the condition continues. If the employee is diagnosed as being in an unfit condition to perform regular duties, the employee may be required to take an appropriate leave.
 5. When sick leave is used in excess of ten (10) consecutive days the employee shall submit a health report if requested before returning to work. In extraordinary circumstances, the District may require a health report for absences of less than ten (10) consecutive days.
- C. An employee shall have the option of using any or all accumulated sick leave days when certified by her physician to be physically unable to perform the duties required of her position due to pregnancy, miscarriage, childbirth, and recovery therefrom. Should current, accumulated, and statutory sick leave benefits be exhausted within the period of physical disability, the remaining time that the employee continues on maternity leave shall be in a leave without pay status.

3017.12 Board-Granted Leave of Absence

The Board has the power to grant leaves of absence with pay to employees for other purposes or for other periods of time.