



Reference: *Education Code Section 87788*

Faculty/Certificated Staff

See CTA Contract, Article 10, Leaves

Classified Staff

See CSEA Contract, Article 16, Leaves

Administrative/Classified Management/Confidential Staff

- Holidays

Administrative, classified management, and confidential employees shall be entitled to 15 holidays as follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve
- Christmas Day
- Three days during the week between Christmas and New Year's Day
 - In years when Christmas and New Year's Day fall on Monday, the holidays shall be on December 27, 28, and 29.
 - In years when Christmas and New Year's Day fall on Tuesday, the holidays shall be on December 26, 27, and 28.
 - In years when Christmas and New Year's Day fall on Wednesday, the holidays shall be on December 26, 27, and 30.
 - In years when Christmas and New Year's Day fall on Thursday, the holidays shall be on December 26, 29, and 30.
 - In years when Christmas and New Year's Day fall on Friday, the holidays shall be on December 28, 29, and 30.
 - In years when Christmas and New Year's Day fall on Saturday, the holidays shall be on December 27, 28, and 29.
 - In years when Christmas and New Year's Day fall on Sunday, the holidays shall be on December 27, 28, and 29.

- New Year's Eve

- Vacation

Administrative, classified management, and confidential employees employed on a twelve-month basis shall be entitled to 22 vacation days per year to be accrued and posted at the rate of approximately 1.83 days per month.

Administrative, classified management, and confidential employees' vacation shall be scheduled to ensure staffing throughout the year and shall be approved by their immediate supervisor.

Administrative, classified management, and confidential employees shall not be entitled to accumulate more than 44 days of vacation.

- Bonus Vacation

Administrative, classified management and confidential employees are eligible for bonus vacation days based on accumulated days of sick leave as follows:

<u>Accumulated Sick Leave Days</u>	<u>Bonus Vacation Days</u>
24 – 47 days	1
48 – 71 days	2
72 – 95 days	3
95 or more days	4

Credit for bonus vacations days for each fiscal year will be as of July 1 based on the employee's accumulated sick leave balance as of the previous June 30. Such bonus credit shall not be prorated in fraction of days.

Bonus vacation days are counted toward the maximum days of accrual (44 days) allowed.

Bonus vacation days shall be subtracted from the vacation leave balance prior to regular vacation.

- Sick Leave

Administrative, classified management, and confidential employees are entitled to 21 days of sick leave per year to be posted at the rate of 1.75 days per month.

When an administrative, classified management, or confidential employee is absent for more than his/her leave entitlement because of illness or accident, the next five months shall be paid in the following manner:

1. The accumulated sick leave entitlement, carried over from the previous year, shall be applied. The administrative, classified management, or confidential employee shall receive full salary compensation for these days of absence.
2. The balance of the work days the administrative, classified management, or confidential employee is absent from duty shall be compensated for at a rate of one-half the regular salary.

Should an administrative, classified management, or confidential employee be absent for more than 112 working days because of illness or accident, the employee is entitled to receive full salary compensation only if there are days remaining in the employees accumulated sick leave entitlement. This compensated leave shall terminate when all such entitlement is taken.

Should any salary amount, provided for in the above, fall below 66 and 2/3rds% of the employee's salary, and if the employee is totally disabled, the difference between the employee's salary shall be paid under a coordination of benefits provision of an income protection insurance plan paid for by the District. The specific provisions of this insurance plan are outlined in the insurance policy purchased by the District.

Administrative, classified management and confidential employees absent more than five (5) consecutive days may be required to submit a physician's statement or that of a person authorized by any well-recognized church or denomination to treat people, stating the reason for absence and whether or not the employee can perform all assigned duties.

Should an administrative, classified management or confidential employee of the District, in the opinion of an administrator, show evidence of deviation from normal physical or mental health, the Chancellor shall report this to the Board of Trustees who shall recommend a course of action in accordance with State law.

The personnel records of the District shall show the attendance of each employee and such days as that employee may be absent for reason of illness, accident or other cause. A record shall be maintained of the unused sick leave days accumulated by each employee.

Misuse of sick leave shall be considered a serious infraction of Board rules subject to the Board's power to discipline employees up to and including dismissal.

- Personal Necessity Leave

In case of personal necessity, administrative, classified management and confidential employees may draw on accumulated sick leave for the following reasons:

- Death of a member of the employee's immediate family ("immediate family" is defined in *Education Code Section 87788*) when additional leave is required beyond that provided by bereavement leave.
- Accident or illness involving an employee's person or property or the person or property of a member of his or her immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- Medical appointments for dependents.

- Personal Business

Any personal business time taken by administrative, classified management, and confidential employees shall be deducted from the employee's vacation balance. Such leave may be taken in hourly increments.

- Bereavement Leave

Administrative, classified management, and confidential employees are entitled to bereavement leave with full pay for the death of an immediate family member ("immediate family" is defined in *Education Code Section 87788*).

Bereavement leave shall be deducted from the employee's sick leave balance.

- Pregnancy Leave

Administrative, classified management, and confidential employees are entitled to pregnancy leave for pregnancy, miscarriage, childbirth, or recovery therefrom.

Any period of actual physical disability connected to the above conditions shall be treated as any other physical disability, and any accrued sick leave or other salary continuance benefits shall be available to the employee. Physical disability shall be defined as a period during which the employee is unable to perform job-related duties.

The period beyond, or in addition to, a period of physical disability, during which the employee wishes to remain away from the job, shall be treated as unpaid leave of absence.

- Jury Duty

Administrative, classified management, and confidential employees are granted a leave of absence should they be called for jury duty. Should an administrative, classified management or confidential employee be called for jury duty, he/she shall report same to his/her immediate supervisor.

Employees regularly called for jury duty will receive the difference between their regular earning and their juror's fees less travel allowance.

While on jury duty, employees are required to report daily their schedule for the following day. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Board approved: 10/23/01
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