

Reference: *Education Code Sections 87763 et seq., 88190 et seq. and cites below*

The 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 leaves for all classes of permanent employees
- Vacation leave for members of the classified service, administrators, classified managers and confidential group
- 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 (*Education Code Sections 87768.5; 88210*)
- Leave of absence to serve as an elected member of the legislature (*Education Code Section 87701*)
- Pregnancy leave (*Education Code Sections 87766; 88193; Government Code Section 12945*)
- Use of illness leave for personal necessity (*Education Code Sections 87784; 88207*)
- Industrial accident leave
- Bereavement leave
- Jury service or appearance as a witness in court (*Education Code Section 87036; 87037*)
- Military service (*Education Code Section 87700*)
- Sabbatical leaves for permanent faculty; academic employees and administrators.

Vacation leave for members of the classified service, administrators, classified management and confidential group shall not accumulate beyond 44 days of paid leave or 352 hours of paid leave. Upon approval of the immediate supervisor, employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

Unused sick leave accrued in a California public school district where the employee worked for at least one full year, and where there is no break in service during the change from the original district to the West Hills Community College District, may be transferred to the leave account of the employee upon the request of the employee and verification by the previous employer(s). Official verification of unused sick leave must be forwarded to the Vice Chancellor of Business Services and will be credited to the employee's sick leave balance.

Board Policy 7340
Leaves

In addition to these policies and collective bargaining agreements, the Board retains the authority to grant leaves with or without pay for other purposes or for other periods of time.

See Administrative Procedure 7340

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