

SECTION 340 – LEAVE OF ABSENCE WITHOUT PAY

341 SHORT TERM LEAVE

Up to ten (10) days leave of absence without pay may be granted a classified employee by the supervisor with the approval of the College President or appropriate District Office administrator. Granting of such leave is subject to the provisions of appropriate collective bargaining agreements.

342 LONG TERM LEAVE

The Governing Board may grant a maximum of six (6) months' leave without pay to permanent classified employees. An additional six (6) months maximum may be granted by another action of the Governing Board. Total leave without pay shall not exceed one year.

The leave request shall specify the purpose of the leave and, if the leave is for education or personal development training, the request should indicate how the selected program will enhance the employee's future performance and/or opportunities for advancement within the District. The administration will recommend approval or disapproval of the leave request. Any recommendation for disapproval shall include adequate documentation explaining why the leave should be denied.

343 ADDITIONAL LEAVE FOR NON-INDUSTRIAL ACCIDENT OR ILLNESS

A permanent classified employee who has exhausted all entitlement to sick leave, vacation, or other available paid leave and who is absent because of non-industrial accident or illness may be granted additional leave without pay not to exceed six (6) months. (Ed. Code, § 88195.) The employee must submit written request for leave without pay through his/her supervisor for approval of the Governing Board. The Board may renew the leave of absence for two (2) additional six (6) month periods. The maximum leave granted may not exceed eighteen (18) months. (Ed. Code, § 88195.)

A recovered employee, prior to return to duty, shall present a medical certificate signed by a licensed health care provider indicating the employee is medically released and physically able to assume the duties and responsibilities of his/her position. The employee shall be restored to a position within the class to which he/she was assigned and, if at all possible, to his/her previous position.

If, at the conclusion of all leaves of absence, the employee is still unable to assume the duties of his/her position, he/she shall be placed on a re-employment list for a period of thirty-nine (39) months. (Ed. Code, § 88195.)

An employee who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

344 NOTICE OF INTENT TO RETURN BEFORE EXPIRATION OF LEAVE

Two (2) weeks' written notice is required of an employee desiring to return to duty before expiration of an authorized leave of absence.

345 REINSTATEMENT AFTER LEAVE

Leave of absence without pay shall not constitute a break in service. The employee shall be restored to all the rights, benefits, and burdens of a permanent employee. No benefits shall accrue while on leave without pay. The period of absence is not included in computing service credit for vacations, longevity or seniority.

346 TEMPORARY REPLACEMENT

A vacancy caused by leave of absence may be filled with a limited-term employee for the duration of the leave only.

347 CANCELLATION OF LEAVE

The Governing Board may, for cause, cancel an authorized leave of absence by giving the employee a two (2) week notification in writing. Failure to report for duty within a reasonable period of time after leave of absence has been cancelled, shall be considered as an automatic resignation.