

### Leave of Absence without Pay

The Board of Trustees may grant a leave of absence without pay for any purpose.

The district may request a leave of absence without pay for an employee for any purpose.

An employee may request a leave of absence without pay for any purpose for a period not to exceed one year in up to six-month intervals, except as specified in policy related to parental leaves, subject to the following restrictions:

- A. Requests for leaves of absence without pay for thirty (30) days or less shall be submitted on or accompanied by a completed leave of absence without pay request form. Such requests may be allowed with the approval of the employee's supervisor and division vice president. Board action is not required.
- B. Requests for leaves of absence without pay for more than thirty (30) days shall be sent to the board for approval. Such requests shall be submitted on or accompanied by a completed leave of absence without pay request form indicating the department's support or nonsupport of the request.
- C. An employee absent due to illness must exhaust all paid leave to which they are entitled before a request for an unpaid leave of absence will be considered. Verification of the employee's inability to return to work from the employee's physician shall be required. A second opinion from a medical provider identified and paid for by the district may also be required. A written health clearance from an appropriate medical provider shall be required for return to duty with the district after completing an unpaid leave.

An employee who returns from an approved leave of absence without pay (except for extended illness as described above) shall automatically be entitled to all previously accrued but unused/unpaid sick leave and vacation. No sick leave or vacation shall be accumulated during such period of absence.

### Parental Leave

Unpaid parental leave shall be granted for a maximum of twelve (12) months upon written request. Consideration will be given to granting an extension of the leave, if

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Effective Date: 11/16/10  
 Periodic Review: 9/16/16  
 References: Education Code §§87763 et seq., 88190 et seq.  
 Labor Code §234, 245 et seq.  
 Reference Update: 4/15  
 CCLC Update: #26, 4/15  
 Steering: VPHR / N/A

requested, until the beginning of the next school semester should the expiration of the twelve (12) months of parental leave occur during the school year.

### **Quarantine Leave**

An employee unavoidably absent from duty under quarantine imposed by order of any authorized health officer shall be paid regular salary for the period of absence without deduction from the employee's sick-leave account. A copy of the quarantine order showing its applicability to said employee must be provided to the Human Resources Department.

### **Bereavement Leave**

Every employee is granted three days leave of absence with full pay when the death of any member of the immediate family occurs. Additional days may be granted by the board. A member of the immediate family means mother, mother-in-law, father, father-in-law, grandmother, grandfather, spouse, domestic partner, son, daughter, brother, sister, or grandchild of the employee, or any relative living in the immediate household of the employee. The superintendent/president or designee may approve bereavement leave in other circumstances deemed to fit the spirit and intent of this policy.

Five days leave will be allowed when travel outside the state is required. Bereavement leave in excess of the authorized amount may be charged to personal necessity leave.

### **Jury Duty Leave**

An employee may be granted a paid leave of absence when called for jury duty. Employees will be paid at their regular rate of pay for time spent on jury duty. As employees of a public agency, fees paid by the court for jury service should be rejected; however, reimbursement for mileage may be retained. The jury time card must be submitted to the Payroll Department with the employee work/absence report (or B100 form), as applicable.

If absence for jury duty would seriously impair the operation of the college, the supervisor may request that the employee seek a postponement of the jury service.

An employee called for jury duty shall immediately report such notice to their supervisor and provide a copy of the jury summons to the Payroll Department. Classified employees should also see chapter (to be determined) in the Classified Employee Manual for other procedures.