

**Human Resources**

**BP 7340 LEAVES**

**Reference(s):**

Education Code Sections 87763 et seq. and 88190 et seq. and cites below;  
Government Code Section 12945.6;  
Labor Code Sections 245 et seq.

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 or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88191);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors and managers (Education Code Section 88197);
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210; Government Code Section 3558.8);
- leave of absence for permanent academic employees to serve as an elected member of the State legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- family care and medical leave (Government Code Sections 12945.1 and 12945.2);
- use of illness leave for personal necessity (Education Code Sections 87784;

- 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
  - bereavement leave (Government Code Section 12945.7 and Education Code Sections 87788 and 88194);
  - jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
  - military service (Education Code Section 87700); sabbatical leaves for permanent faculty; and
  - leave for reproductive loss (Government Code Section 12945.6).

Vacation leave for confidential/supervisory employees and administrators shall not accumulate beyond 31 days of paid leave or 248 hours of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods. Information on leaves and absences for represented employees can be found in the respective collective bargaining agreement. Also see BP/AP 7341 titled Professional Development Leave (Administrative), BP/AP 7342 titled Holidays, AP 7343 titled Industrial Accidents and Illness Leave, AP 7344 titled Notifying the District of Illness, BP/AP 7345 titled Catastrophic Leave for Unrepresented Employees, BP/AP 7346 titled Employees Called to Military Duty, BP/AP 7347 titled Family Medical Leave.

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**Adopted:** July 21, 2015; Edited November 20, 2017

**Revised:** December 16, 2025; March 20, 2023