

LEAVES

The Board of Education recognizes the need to provide for leaves which management and confidential personnel may take for justifiable reasons. Such leaves shall be authorized pursuant to Board policies and/or administrative regulations.

Management, supervisory and confidential employees shall be entitled to those leave provisions specified in Board policy, administrative regulations or individual contract.

Personal Illness/Injury Leave

1. Leave is cumulative and is not lost at the close of the fiscal year. The Superintendent or designee may allow additional days for illness/injury leave as appropriate. A doctor's verification for any illness/injury absence may also be requested. Management employees shall be entitled to one and one quarter (1 ¼) days of personal illness/injury leave monthly.
 - a. A new classified management or confidential employee of the district shall not be eligible to take more than seven and one half (7 ½) days, or the proportionate amount to which he/she may be entitled under this section, until the first calendar month after completion of six months of active service with the district.
2. Illness/injury leave shall not be earned or accumulated during a leave of absence.
3. The district will provide annual notification of accrued personal illness/injury leave to management employees as soon as administratively possible after the close of the school year.

Personal Necessity

Requests for any personal necessity leave must be approved by the Superintendent or designee and, if granted, the management employee may elect to have the absence charged to his/her accumulated personal illness/injury leave up to a maximum of seven days in any school year. Personal illness/injury leave for management will be the same as that defined in the respective collective bargaining agreements.

Personal Emergency

In the event a management employee has exhausted his/her personal necessity leave entitlement, the Superintendent or designee may grant up to a maximum of three days of paid emergency leave in a given school year. The emergency should be serious enough in nature so that the management employee could not reasonably be expected to disregard the emergency.

LEAVES (continued)

Urgent Personal

Leave for urgent personal reasons up to a maximum of five days in any given school year may be granted by the Superintendent or designee upon request. The reasons for such leave shall be those that do not fall under the personal necessity category, but are urgent enough that the management employee could not be expected to ignore. Salary deductions for such leave shall be made on the basis of the cost of a substitute, and compensation will, therefore, be made on the basis of the difference between the management employee's daily rate and the cost of the substitute (classified management/confidential deductions shall not exceed the sum which is actually paid to a substitute employee employed to fill the position during the absence). Such leave is not cumulative and must be approved in advance.

Personal Reasons

Personal leave for reasons not covered in other Board policies, up to a maximum of two weeks may be granted by the Superintendent or designee. Requests for personal leave for a longer period of time must be approved by the Board. There will be no compensation for this type of leave.

Bereavement

A management employee who is absent on account of a death of an immediate member of the family or any relative living in the immediate household of the management employee, will be entitled to a maximum of three days leave or five days if out-of-state or the travel is in excess of 300 miles one way, without loss of pay for each bereavement. Additional time without pay may be granted by the Board upon the recommendation of the Superintendent.

Parental

A management employee shall be allowed two days leave upon the occasion of the birth or adoption of his/her child without the loss of pay. All or part of the leave may be taken immediately before, during or immediately after the child's birth or adoption.

Military

The Board may grant military leave of absence to any management employee as provided by law. A management employee granted military leave of absence is entitled to return to the position he/she held, if available, when he/she entered military service at the same rate of compensation.

Subpoena

Subpoena leave shall be allowed without loss of pay provided that the management employee is not a litigant, in which case the employee is eligible to use personal necessity leave. The subpoena or a copy thereof, shall accompany the leave request form.

LEAVES (continued)**Holidays**

Holidays shall be paid in accordance with the annually adopted district calendar.

Vacation

1. Vacation for classified management/confidential employees shall be scheduled at the convenience of the district and approved by the Superintendent or designee.
2. Each regular **12-month** classified management/confidential employee shall from the date of employment ~~through and including the fifth year of service by~~ be credited with and entitled to ~~fifteen~~ **twenty-two** days of vacation annually. **Each less than 12-month classified/confidential employee shall from the date of hire be credited with and entitled to a pro-rated amount of days of vacation annually.**
3. A classified management/confidential employee who terminates, is suspended or begins a leave of absence before the end of a year, calculated from the employee's date of hire, shall receive a prorated portion of the regular vacation time for that year, based upon months of service completed at the time the termination, suspension or leave of absence begins.
4. ~~After five years of consecutive employment with the district, beginning with the date of hire and extending five years ending with the date of hire, each classified management/confidential employee will be entitled to a composite total of 22 days vacation each year.~~
5. **4.** The Board encourages each classified management/confidential employee to use his/her vacation within the fiscal year in which it is earned. Vacation time may not accumulate without approval of the Superintendent or designee. Upon termination, the classified management/confidential employee may elect to be paid for his earned but unused vacation.

*Legal References:***EDUCATION CODE***44036 Leaves of absence for judicial and official appearances**44037 Unlawful to encourage exemption from jury duty**44940 Sex offenses and narcotic offenses; compulsory leave**44962 44988 Leaves of absence (certificated)**45190 45210 Leaves of absence (classified)*