



Reference: *Education Code Sections 87763 et seq., 88190 et seq., and cites below
Labor Code Section 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 Section 87781 and 88192*);
- Paid sick leave (*Labor Code Section 246*)
- Vacation leave for members of the classified service, administrators, classified managers, and confidential group
- 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 to serve as an elected member of the legislature (*Education Code Section 87701*)
- Pregnancy leave (*Education Code Sections 87766; 88193; Government Code Section 12945*)
- Leave to bond with a new child (*Education Code Section 87780.1, 87784.5, 88196.1, and 88207.5*)
- Use of illness leave for personal necessity (*Education Code Sections 87784 and 88207*)
- Industrial accident and illness leave (*Education Code Sections 87787 and 88192*)
- Bereavement leave (*Education Code Sections 87788 and 88194*)
- Jury service or appearance as a witness in court (*Education Code Section 87035 and 87036*)
- 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 Chief Human Resources Officer and will be credited to the employee's sick leave balance.

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

See Administrative Procedure 7340

Board approved: 10/23/01
Reviewed/Revised: 5/14/13; 6/25/19