

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7503 **Leaves:**
Classified Administrator/Manager and
Supervisor/Confidential

Reference: Education Code Section 87763 et seq.

1. Sick Leave

a) Regular Sick Leave

Classified administrator/manager and supervisor/confidential employees shall be granted twelve (12) days of paid sick leave each fiscal year. Any classified administrator/manager and supervisor/confidential assigned to less than a twelve month assignment will receive one day of sick leave for each assigned month.

b) Accumulated Sick Leave

At the beginning of each fiscal year, a classified administrator/manager and supervisor/confidential employee's sick leave accumulation shall be increased by the number of days of paid sick leave that she/he is entitled to under paragraph (a) above. Unused regular sick leave shall accumulate year-to-year.

c) Extended Sick Leave

The purpose of this section is to implement the provisions of Education Code Section 87780, and is to be interpreted in a manner to be consistent with Education Code Section 87780. In addition to the annual sick leave earned under paragraph (a) above, each July 1 classified administrator/manager and supervisor/confidential employee will be credited with an additional five months (100 days) of extended sick leave including any days of accumulated sick leave.

Once a classified administrator/manager or supervisor/ confidential employee exhausts all regular sick leave and accumulated sick leave, any additional days of sick leave (not to exceed a maximum of 110 days for ten-month employees) shall be paid based on the difference between the classified administrator/manager and supervisor/confidential employee's regular pay and the amount actually paid to temporary employee or, if no temporary employee is hired, then the amount, based on the appropriate salary schedule that would have been paid to a temporary employee (the difference between the classified administrator/manager and the supervisor/ confidential employee's step placement and step 1 of the appropriate salary range). The 100 days of extended sick leave renews each July but does not accumulate. Once a classified administrator/manager and supervisor/ confidential employee exhausts regular sick leave and extended sick leave, the classified administrator/manager and supervisor/confidential employee may be placed on an unpaid leave of absence or may be dismissed.

d) Utilization of Sick Leave

Sick leave may be used by a classified administrator/manager and supervisor/confidential employee when he/she is absent for illness or injury. It is the responsibility of the classified administrator/manager and supervisor/confidential employee to report his/her absence to his/her immediate supervisor within thirty minutes of the beginning of the work day.

A classified administrator/manager and supervisor/confidential employee's sick leave balance will be charged one sick day for each full day of absence.

e) Verification of Sick Leave

Upon return from any sick leave absence, a classified administrator/manager and supervisor/confidential employee is required to report his/her absence on the appropriate absence report.

The District reserves the right to require a classified administrator/manager and supervisor/confidential employee upon return from a sick leave of any duration to provide verification from a doctor of the need to be absent due to illness or injury. In the event that the District requires such verification, the cost of any such examination by a doctor will be paid by the District.

2. Personal Necessity Leave

A classified administrator/manager and supervisor/confidential employee may elect to use up to seven (7) working days of available paid sick leave, annually, in cases of personal necessity for the following purposes:

- a) Death of a member of the classified administrator/manager and supervisor/confidential employee's immediate family when additional leave is required beyond that provided under Bereavement Leave.
- b) As a result of an accident or illness involving the classified administrator/manager and supervisor/confidential employee's person or property or the person or property of his/her immediate family.
- c) Resulting from the classified administrator/manager and supervisor/confidential employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- d) To care for an ill parent, spouse, domestic partner, or child.
- e) Religious observances.
- f) Such other reasons approved by the Superintendent/President or his/her designee.

A classified administrator/manager and supervisor/confidential employee shall be entitled to use, without qualification, three (3) of the seven (7) working days of the personal necessity leave as unspecified personal necessity leave with reasonable notice, when possible, by notifying his/her department. Upon return from a Personal Necessity Leave, the classified administrator/manager and supervisor/confidential employee shall complete the appropriate absence report.

3. Bereavement Leave (Paid Leave)

A classified administrator/manager and supervisor/confidential employee shall be granted necessary leave of absence with full pay if such absence is due to the death of an immediate family member of the classified administrator/manager and supervisor/confidential employee.

The leave shall not exceed three (3) working days or five (5) working days if travel is in excess of 400 miles. Bereavement Leave is not charged to personal necessity leave.

The immediate family, as used in this section, shall include the spouse/domestic partner, child/step-child, parent/step-parent, sibling/half-sibling, grand/great-grandparent, grand/great-grandchild, brother/sister-in-law, daughter/son-in-law, mother-/father-in-law of the unit member or of the spouse/domestic partner of the unit member, or any other person for whom the academic administrator is legally responsible or any other member of the immediate household.

A classified administrator/manager and supervisor/confidential employee shall notify his/her department of the leave and, upon returning, shall complete the appropriate absence report.

Such leave shall be taken as soon after notification of death as possible and no later than ten (10) working days.

Under special or unusual circumstances, and upon mutual agreement between the immediate supervisor and the classified administrator/manager and supervisor/confidential employee, leave may be taken at a later date than specified above, but in no event shall the leave be taken after one (1) year.

4. Industrial Accident and Illness Leave

A classified administrator/manager and supervisor/confidential employee shall be entitled to industrial accident and illness leave under the following rules and regulations:

- a) Accident or illness must have arisen out of and in the course of employment for the District and must be accepted as such by the District's third party Worker's Compensation administrator.
- b) Allowable leave shall be for up to sixty (60) working days in any one (1) year for the same accident, and precedes the use of any regular sick leave.
- c) Allowable leave shall not be accumulated from year-to-year.
- d) Industrial accident or illness leave of absence shall commence on the first day of approved Industrial Accident/Illness absence. Any days of absence associated with a claim for Industrial Accident/Illness that is not approved shall be charged against the unit member's sick leave.
- e) Payment for wages lost on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of the state, exceed the normal wage for the day.
- f) Industrial accident leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Workers' Compensation.
- g) When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next year, the academic administrator shall be entitled to only the amount remaining at the end of the year in which the injury or illness occurred, for the same injury or illness.

- h) During any paid leave of absence, if the classified administrator/manager and supervisor/confidential employee receives payments from disability, he/she shall endorse to the District the temporary disability indemnity checks received due to the industrial accident or illness. The District in turn shall issue the classified administrator/manager and supervisor/confidential employee appropriate salary warrants for payment of salary, and shall make retirement and other authorized deductions.

5. Family Medical Leave

This provision shall be interpreted in a manner that is consistent with both state and federal statutes concerning family leave.

A classified administrator/manager and supervisor/confidential employee is eligible for leave provided he/she:

- a) Has been employed for at least twelve (12) months and;
- b) Has been employed for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

A classified administrator/manager and supervisor/confidential employee, if eligible, shall be granted up to twelve (12) weeks of unpaid leave for any of the following purposes:

- a) The birth of a child or to care for a newborn of the unit member.
- b) The placement of a child with a unit member in connection with the adoption or foster care of a child.
- c) To care for a child, parent, or spouse who has a serious health condition.
- d) A serious health condition that makes the classified administrator/manager and supervisor/confidential employee unable to perform the functions of his/her position.

Although the District recognizes that emergencies arise which may require a classified administrator/manager and supervisor/confidential employee to request immediate leave, he/she is required to give as much notice as possible of his/her need for leave. However, if leave is foreseeable, at least thirty (30) days notice is required.

A classified administrator/manager and supervisor/confidential employee's current medical benefits, if any, shall continue uninterrupted through the duration of the Family Medical Leave and the leave shall not constitute a break in service.

6. Maternity Leave

A classified administrator/manager and supervisor/confidential employee is entitled to take up to six (6) months of unpaid leave during any period of disability due to pregnancy, childbirth, or related medical conditions. During any period of the six (6) months that the classified administrator/manager and supervisor/confidential employee is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth, or recovery there from, as certified by a physician, she shall be permitted to utilize her accrued sick leave. The six (6) months of leave provided for in this section shall be inclusive of any entitlement to leave under the Family Medical Leave.

A classified administrator/manager and supervisor/confidential employee requesting maternity leave shall specify, in writing, the length of the leave including the date on which the leave shall begin and the date on which duties are to be resumed and shall be determined by the unit member and the classified administrator/manager and supervisor/confidential employee's physician and be given to her immediate supervisor and the Office of Human Resources.

There shall not be discrimination against a classified administrator/manager and supervisor/confidential employee because of pregnancy in terms of compensation or conditions of employment nor shall she be discharged from employment.

7. Leaves of Absence without Pay

The Board of Trustees may grant a leave of absence for one (1) year without pay to a classified administrator/manager and supervisor/confidential employee for special reasons acceptable to the Board of Trustees.

- a) Each request for leave shall be presented, in writing, to the Superintendent/President, or his/her designee, with a copy to the classified administrator/manager and supervisor/confidential employee's immediate supervisor.
- b) Such request shall include date(s) of leave and reason(s) for leave.
- c) The classified administrator/manager and supervisor/confidential employee, while on leave of absence without pay, shall not be employed by the District in any capacity.

8. General Leaves

When no other leaves are available, a leave of absence may be granted to a classified administrator/manager and supervisor/confidential employee on a paid or unpaid basis at any time upon terms acceptable to the District and the classified administrator/manager and supervisor/confidential employee.

9. Military Leave

A classified administrator/manager and supervisor/confidential employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

10. Judicial Leave

Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned services, it is the obligation of a classified administrator/manager and supervisor/confidential employee to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

- a) A classified administrator/manager and supervisor/confidential employee shall reimburse the District Business Office any juror's fees received exclusive of the mileage received from the Judicial District.
- b) The District shall continue to pay a classified administrator/manager and supervisor/confidential employee his/her regular salary until the Court releases him/her.

A classified administrator/manager and supervisor/confidential employee shall be granted leave to appear as a witness in court, other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the unit member.

- a) A classified administrator/manager and supervisor/confidential employee shall receive regular pay less any amount received for jury or witness fees.