

PERSONAL LEAVES

Paid Leave

Bereavement Leave

The purpose of bereavement leave utilization shall be for death of a member of the immediate family. For purposes of this section, "immediate family" means the employee's spouse and the following relatives of either the employee or the spouse: parent/guardian, step-parent, grandparent, child, grandchild, brother, sister, son-in-law, daughter-in-law, aunt, uncle, or any other person considered to be a permanent member of the immediate household.

Management, supervisory and confidential personnel shall be granted up to five days for each bereavement.

All days of absence used under the provisions of bereavement leave shall result in no loss of pay to the employee.

Judicial and Official Appearance Leave

A paid leave of absence shall be granted to allow an employee to appear in response to a subpoena duly served, when other than a litigant, as follows:

1. In a case before a grand jury;
2. In a criminal case before a court within the state;
3. In a civil case in a court within the county in which the employee resides, or outside of said county if within 150 miles of place of residence.

Leave may be granted for the days of attendance in court as certified by the clerk or other authorized officer of such court or grand jury, or by the attorney for the litigant in the case. In any case, such leave shall not exceed two days in which the employee serves as a witness.

A paid leave of absence shall be granted to all management, supervisory and confidential personnel required to render jury service in a Federal court.

An unpaid leave of absence shall be granted to certificated management personnel required to render jury service in a State, County or municipal court.

PERSONAL LEAVES (continued)

A paid leave of absence shall be granted to any classified management, supervisory and confidential personnel required to render jury service in a State, County or Municipal court. No more than two percent of all classified employee shall be granted such leave, with pay, at any one time.

The employee seeking an official appearance leave shall submit a request, accompanied by the official order, for an approved absence to the Assistant Superintendent, personnel service. Such request shall be submitted not less than 10 days prior to the beginning of the leave. A copy of the request shall also be given to the immediate supervisor at the time of submittal.

If a paid leave of absence is granted, all jury or witness fees received by the employee shall be remitted to the business office of the District.

Immediately upon return to active service, the employee shall complete a District absence form. The employee shall provide verification by the court of actual days served on judicial and official appearance leave.

Personal Necessity Leave

Management, supervisory and confidential personnel shall be entitled to utilize up to seven days of their accumulated sick leave for personal necessity leave in any one year.

Personal necessity leave may be used only for reasons that are: serious in nature; involve circumstances which the employee cannot be expected to disregard; and which require the attention of the employee during his/her assigned duty hours.

Personal Leave with Pay

Management, supervisory and confidential personnel will be provided with one day of personal leave per year (non-cumulative) without loss of pay.

Personal leave with pay shall only be utilized when the circumstances meet the criteria listed for personal necessity leave.

Unpaid Leave

PERSONAL LEAVES (continued)

Short-term Emergency Leave

Certificated management personnel may request a short-term personal leave without pay, not to exceed 20 working days, for compelling personal reasons. Classified management, supervisory and confidential personnel may request a short-term personal leave without pay, not to exceed 20 working days, for compelling personal reasons.

The Superintendent has the right to approve or deny any request for short-term emergency leave.

Requests for short-term emergency leave will be submitted in writing whenever possible. In those instances where it would be clearly inappropriate to submit a prior written request, a verbal request may be made. The verbal request will be followed up by a written request for the records.

All short-term emergency leaves will be without compensation.

With approval of the Superintendent, compensatory time may be utilized in lieu of loss of pay.

Legal Reference:

EDUCATION CODE

44036 *Leaves of absence for judicial and official appearances*

44037 *Unlawful to encourage exemption from jury duty*