

**ADMINISTRATIVE PROCEDURE 7341 PERSONAL ILLNESS OR ACCIDENT LEAVE**  
(Academic Administrators, Classified Managers and Confidential Employees)

- I. Full-time, 12-month academic administrators, classified managers and confidential employees shall be entitled to 12 days leave of absence for illness or injury with full pay earned at the rate of one day per month, or major portion thereof, for each fiscal year of service.
- II. Part-time and 10- or 11-month academic administrators, classified managers and confidential employees shall be entitled to the same rate of sick leave pro-rated according to the number of hours the working day bears to an eight-hour day and the number of months of their assignments.
  - A. Such earned sick leave, if not used, shall have unlimited accumulation.
  - B. Upon separation from the District, no remuneration will be paid for unused sick leave.
  - C. Upon separation from the District, any absence due to illness or injury beyond earned sick leave time will be subject to deduction from the final warrant of the employee.
- III. In accordance with the Education Code, additional personal illness days are provided confidential or management employees for use when absent due to accident or illness, whether or not the absence arises out of or in the course of employment, under the following conditions: .
  - A. All academic administrators, classified managers and confidential employees shall receive salaries in full when quarantined by city or county health offices because of another's illness. Such absence from employment shall not be deducted from the employee's sick leave account.
  - B. Academic administrators, classified managers, and confidential employees may use up to 6 days per year of their accumulated sick leave for any reason or personal necessity the employee deems appropriate.
- IV. Absences under this section will be reported on the regular absence form, and approved by the appropriate administrator. A full explanation of the reason for the absence may be required from the employee. If absence is due to court appearance as a litigant, party, or witness under official order, a copy of such order must be attached. Employees will verify any absence, and upon return from such absence shall complete the required absence reports. Any absence due to illness or injury which exceeds 5 consecutive business days shall be required to be supported by a written release to return to work from a licensed physician.
- V. Terms for absences due to illness for represented faculty and classified employees are detailed in the respective collective bargaining agreement.
- VI. All employees, represented and unrepresented, must provide a written release to return to work from a licensed physician if their absence exceeds 5 consecutive business days.
- VII. All employees, represented and unrepresented, must report absences due to illness in the prescribed District format, which may be on paper or in an online reporting format.

Absence will be reported by the employee to the immediate supervisor as soon as possible.

Approved by the Chancellor: February 22, 2012