

ADMINISTRATIVE PROCEDURE 7345 LEAVES OF ABSENCE WITHOUT PAY
(Academic Administrators, Classified Managers and Confidential Employees)

- I. A leave of absence for professional improvement such as study, travel, or other activities leading to professional improvement may be recommended by a President or Vice Chancellor to the Chancellor. In addition, health leaves, military leaves, and personal leaves may be granted upon recommendation of the President or Vice Chancellor, approval of the Chancellor, and approval of the Board of Trustees. All the above leaves are without pay. No combination of leaves of any type may exceed two consecutive years.
- II. Leaves of absence will not be approved for personnel who are accepting permanent paid employment elsewhere or employment on a trial basis which will probably result in permanent employment.
- III. **Health Leaves**
A management or confidential employee may, with a doctor's certificate or other proof of illness, request a leave of absence for health reasons for a period not to exceed one year after all accumulated sick leave has been used. Such a leave normally would not be extended. Extension of such leave beyond one year will require the submission of a new request along with supporting documentation and approval as in the case of the original submission.

Application for health leaves is made through the College President, approved by the Chancellor and approved by the Board of Trustees.
- IV. **Maternity Leave**
 - A. Child Care Leave shall relate to that period of time in which a management or confidential employee requests to receive leave without pay in excess of that period of time surrounding the birth of the child which has been certified as a temporary disability by the attending physician. Such leaves may be granted for a period not to exceed two years. Such leaves will be recommended by the President and approved by the Chancellor and the Board of Trustees.
 - B. Sick or Disability Leave: Leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage or childbirth shall be treated the same as leaves for illness or disability. This means that absence "necessitated" by pregnancy, miscarriage, childbirth, or recovery therefrom shall be treated the same as absence by reason of sickness or injury.
- V. **Military Leave**
Military leave is permitted under the Military and Veteran's Code which shall apply in granting such leaves.
- VI. **Leaves for Personal Reasons**
A management or confidential employee may find it necessary to request a leave for personal reasons other than those listed previously, including family dislocations (divorce, etc.) and illness in the immediate family. If the application is accepted by the College President or Vice Chancellor, it will be forwarded to the Chancellor for approval and then to the Board of Trustees for final approval. Such leave normally will not exceed one year and may not normally be renewed. Extension of such leave beyond one year will require the submission of a new request and approval as in the case of the original submission.
- VII. **Family Care Leave**
A management or confidential employee may be granted a leave of absence not to exceed a total of four (4) months in any 24-month period for family care pursuant to California State Law (Family Rights Act of 1991). The request for such leave must be accompanied by a health care provider's written certification:

- A. that a serious health condition of a spouse, child or parent exists,
- B. the probable duration of the condition, and
- C. that the condition warrants the participation of a family member to provide care during a period of treatment or supervision of the individual requiring care.

Approved by the Chancellor: February 22, 2013