

ADMINISTRATIVE PROCEDURE 7346 OCCUPATIONAL DISABILITY LEAVE
(Academic Administrators, Classified Managers and Confidential Employees)

- I. An academic administrator, classified manager or confidential employee (except temporary, substitute or hourly employees) absent from duty because of illness or injury resulting from an accident or condition incurred on duty which qualifies under Workmen's Compensation Insurance shall be granted an occupational disability leave for each such accident. The total number of days of such leave granted for each such illness or injury shall not exceed a total of 60 days.
- II. Occupational disability leave shall be granted from the first day of disability but shall not extend beyond the last day for which temporary indemnity is received from Alameda County Schools Insurance Group.
- III. Only absences which are supported by a doctor's certificate and have been verified by the Alameda County' Schools Insurance Group to be the result of a duty-connected injury or illness can be paid under the occupational disability leave policy. Any absence that cannot be so verified shall be charged against the employee's personal illness leave or other appropriate leaves.
- IV. Should the employee's absence due to an occupational injury or illness extend beyond sixty days, the employee shall be permitted to use accrued personal illness leave until temporary disability payments cease, until he returns to duty, or until personal illness leave credits have been used up, whichever is sooner.
- V. During any period the employee is receiving his regular salary from the District, he is required to endorse over to the District all temporary disability payments received from the Alameda County Schools Insurance Group in accordance with the Education Code. Charges to the employee's leave balances shall be as follows:
 - A. Occupational disability leave shall be reduced by one day for each day of authorized absence regardless of temporary disability payments paid by the Alameda County Schools Insurance Group.
 - B. Personal illness leave and/or vacation leave shall be reduced only by that amount necessary to provide a full day's wage or salary when added to temporary disability benefits.
- VI. Any academic administrator, classified manager or confidential employee who is absent because of a work connected illness shall NOT be entitled to receive wages or salary from the District which, when added to temporary disability benefits, will exceed his full salary during the period of his absence.
- VII. Any academic administrator, classified manager or confidential employee receiving occupational disability benefits must remain within the State of California unless the Board of Trustees authorizes travel outside the State.

Approved by the Chancellor: February 22, 2013