

**Policy 4261: Leaves**

**Status:** ADOPTED

**Original Adopted Date:** 12/01/1988 | **Last Revised Date:**  
06/01/2024 | **Last Reviewed Date:** 06/01/2024

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

Employees have the right to take leaves as authorized by law and/or collective bargaining agreements, including, but not limited to:

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1. Personal illness or injury
  2. Industrial accident or illness
  3. Family care and medical leave
  4. Military service
  5. Personal necessity and personal emergencies
  6. Disability leave for certificated employees in accordance with Education Code 44986
  7. Vacations for classified staff and certificated management staff, as applicable
  8. Sabbaticals for purposes of study or training related to the employee's job duties
  9. Attendance at work-related meetings and staff development opportunities
  10. Compulsory leave
  11. Maternity, parental leave, and reproductive loss leave for both certificated and classified staff, as applicable under state law
  12. Bereavement
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**Long-Term Leaves**

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term

leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that employee held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

### **Administrative and Supervisory Personnel**

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

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| <b>State</b>               | <b>Description</b>                                                                   |
|----------------------------|--------------------------------------------------------------------------------------|
| Ed. Code 22850-22856       | <u>Pension benefits; STRS members on military leave</u>                              |
| Ed. Code 44018             | <u>Compensation for employees on active military duty</u>                            |
| Ed. Code 44036-44037       | <u>Leaves of absence for judicial and official appearances</u>                       |
| Ed. Code 44043.5           | <u>Catastrophic leave</u>                                                            |
| Ed. Code 44800             | <u>Effect of active military service on status of employees</u>                      |
| Ed. Code 44842             | <u>Reemployment notices; certificated employees</u>                                  |
| Ed. Code 44940             | <u>Compulsory leave of absence for certificated persons</u>                          |
| Ed. Code 44962-44988       | <u>Leave of absence; certificated</u>                                                |
| Ed. Code 45059             | <u>Employee ordered to active military/naval duty; computation of salary</u>         |
| Ed. Code 45190-45210       | <u>Leaves of absence; classified</u>                                                 |
| Fam. Code 297-297.5        | <u>Rights, protections, benefits under the law; registered domestic partners</u>     |
| Gov. Code 12945.1-12945.21 | <u>California Family Rights Act</u>                                                  |
| Gov. Code 12945.7          | <u>Bereavement leave</u>                                                             |
| Gov. Code 20990-21013      | <u>Pension benefits; PERS members on military leave</u>                              |
| Gov. Code 3543.1           | <u>Rights of employee organizations</u>                                              |
| Gov. Code 3543.2           | <u>Scope of representation</u>                                                       |
| Lab. Code 230-230.2        | <u>Leaves for victims of domestic violence, sexual assault or specified felonies</u> |
| Lab. Code 230.3            | <u>Leave for emergency personnel</u>                                                 |
| Lab. Code 230.4            | <u>Leave for volunteer firefighters</u>                                              |
| Lab. Code 230.8            | <u>Time off to visit child's school</u>                                              |
| Lab. Code 233              | <u>Leave to attend to family illness</u>                                             |
| M&V Code 395-395.9         | <u>Military leave</u>                                                                |
| M&V Code 395.10            | <u>Leave when spouse on leave from military deployment</u>                           |
| <b>Federal</b>             | <b>Description</b>                                                                   |

29 USC 2601-2654  
38 USC 4301-4334

**Management Resources**  
Website

**Code**

2121  
4112.1  
4112.42  
4112.42  
4118  
4118  
4131  
4141  
4154  
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4159  
4161.1  
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4354  
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4361.1  
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4361.8  
4361.9  
4361.9

Family Care and Medical Leave Act  
Uniformed Services Employment and Reemployment Rights Act  
of 1994

**Description**

CSBA District and County Office of Education Legal Services

**Description**

Superintendent's Contract  
Contracts  
Drug And Alcohol Testing For School Bus Drivers  
Drug And Alcohol Testing For School Bus Drivers  
Dismissal/Suspension/Disciplinary Action  
Dismissal/Suspension/Disciplinary Action  
Staff Development  
Collective Bargaining Agreement  
Health And Welfare Benefits  
Health And Welfare Benefits  
Employee Assistance Programs  
Personal Illness/Injury Leave  
Industrial Accident/Illness Leave  
Personal Leaves  
Professional Leaves  
Military Leave  
Family Care And Medical Leave  
Catastrophic Leave Program  
Catastrophic Leave Program  
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