

## **Personnel**

### **LEAVES**

**BP 4161  
4261  
4361**

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.

*(cf. 4141/4241 - Collective Bargaining Agreement)*  
*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*  
*(cf. 4261.1 - Personal Illness/Injury Leave)*

2. Industrial accident or illness

*(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)*  
*(cf. 4261.11 - Industrial Accident/Illness Leave)*

3. Family care and medical leave

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

4. Military service

*(cf. 4161.5/4261.5/4361.5 - Military Leave)*

5. Personal necessity and personal emergencies

*(cf. 4161.2/4261.2/4361.2 - Personal Leaves)*

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

*(cf. 4161.3 - Professional Leaves)*

## **Personnel**

### **LEAVES**

**BP 4161  
4261  
4361**

*(cf. 4261.3 - Professional Leaves)*

#### 9. Attendance at work-related meetings and staff development opportunities

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

#### 10. Compulsory leave

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

### **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 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

## Personnel

### LEAVES

**BP 4161  
4261  
4361**

other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

*(cf. 2121 - Superintendent's Contract)  
(cf. 4300 - Administrative and Supervisory Personnel)  
(cf. 4312.1 - Contracts)*

#### *Legal Reference:*

##### EDUCATION CODE

*22850-22856 - Pension benefits, STRS members on military leave  
44018 - Compensation for employees on active military duty  
44036-44037 - Leaves of absence for judicial and official appearances  
44043.5 - Catastrophic leave  
44800 - Effect of active military service on status of employees  
44842 - Failure to provide notice or to report to work  
44940 - Sex offenses and narcotic offenses; compulsory leave of absence  
44962-44988 - Leaves of absence (certificated)  
45059 - Employee ordered to active military/naval duty, computation of salary  
45190-45210 - Leaves of absence (classified)*

##### FAMILY CODE

*297-297.5 - Registered domestic partner rights, protections and benefits*

##### GOVERNMENT CODE

*3543.1 - Release time for representatives of employee organizations  
3543.2 - Scope of representation  
12945.1-12945.2 - California Family Rights Act  
20990-21013 - Pension benefits, PERS members on military leave*

##### LABOR CODE

*230-230.2 - Leaves for victims of domestic violence, sexual assault or specified felonies  
230.3 - Leave for emergency personnel  
230.4 - Leave for volunteer firefighters  
230.8 - Leave to visit child's school  
233 - Illness of child, parent, spouse or domestic partner*

##### MILITARY AND VETERANS CODE

*395-395.9 - Military leave  
395.10 - Leave when spouse on leave from military deployment*

##### UNITED STATES CODE, TITLE 29

*2601-2654 - Family and Medical Leave Act of 1993*

##### UNITED STATES CODE, TITLE 38

*4301-4334 - Uniformed Services Employment and Reemployment Rights Act of 1994*

### **Policy**

**Adopted:** November 20, 2014

### **PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California