

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **AP 7403    Leaves: Academic Administrators**

References: Education Code Section 87763 et seq.

### **1. Sick Leave**

#### **a) Regular Sick Leave**

Academic administrators shall be granted twelve (12) days of paid sick leave each fiscal year. Any academic administrator assigned to less than a twelve-month assignment will receive one day of sick leave for each assigned month.

#### **b) Accumulated Sick Leave**

At the beginning of each fiscal year, an academic administrator's sick leave accumulation shall be increased by the number of days of paid sick leave that she/he is entitled to under paragraph (a) above. Unused regular sick leave shall accumulate year-to-year.

#### **c) Extended Sick Leave**

The purpose of this section is to implement the provisions of Education Code Section 87780, and is to be interpreted in a manner to be consistent with Education Code Section 87780. In addition to the annual sick leave earned under paragraph (a) above, each July 1 academic administrators will be credited with an additional five months (100 work days) of extended sick leave including any days of accumulated sick leave. Once an academic administrator exhausts all regular sick leave and accumulated sick leave, any additional days of sick leave shall be paid based on the difference between the academic administrator's regular pay and the amount actually paid to a temporary employee or, if no temporary employee is hired, then the amount, based on the appropriate salary schedule that would have been paid to a temporary employee (the difference between the academic administrator's step placement and step 1 of the appropriate salary range). The 100 days of extended sick leave renews each July but does not accumulate. Once an academic administrator exhausts regular sick leave and extended sick leave, the academic administrator may be placed on an unpaid leave of absence or may be dismissed.

d) Utilization of Sick Leave

Sick leave may be used by an academic administrator when he/she is absent for illness or injury. It is the responsibility of the academic administrator to report his/her absence to his/her immediate supervisor within thirty minutes of the beginning of the work day.

An academic administrator's sick leave balance will be charged one sick day for each full day of absence.

e) Verification of Sick Leave

Upon return from any sick leave absence, an academic administrator is required to report his/her absence on the appropriate absence report.

The District reserves the right to require an academic administrator upon return from a sick leave of absence of any duration to provide verification from a doctor of the need to be absent due to illness or injury. In the event that the District requires such verification, the cost of any such examination by a doctor will be paid by the District.

2. Personal Necessity Leave

An academic administrator may elect to use up to seven (7) working days of available paid sick leave, annually, in cases of personal necessity for the following purposes:

- a) Death of a member of the academic administrator's immediate family when additional leave is required beyond that provided under Bereavement Leave.
- b) As a result of an accident or illness involving the academic administrator's person or property or the person or property of his/her immediate family.
- c) Resulting from the academic administrator's appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- d) To care for an ill parent, spouse, domestic partner, or child.
- e) Religious observances.
- f) Such other reasons approved by the Superintendent/President or his/her designee.

An academic administrator shall be entitled to use, without qualification, three (3) of the seven (7) working days of the personal necessity leave as unspecified personal necessity leave with reasonable notice, when possible, by notifying his/her immediate supervisor. Upon return from a Personal Necessity Leave, the academic administrator shall complete the appropriate absence report.

### 3. Bereavement Leave (Paid Leave)

An academic administrator shall be granted necessary leave of absence with full pay if such absence is due to the death of an immediate family member of the academic administrator.

The leave shall not exceed three (3) working days or five (5) working days if travel is in excess of 400 miles. Bereavement Leave is not charged to Personal Necessity Leave.

The immediate family, as used in this section, shall include the spouse/domestic partner, child/step-child, parent/step-parent, sibling/half-sibling, grand/great-grandparent, grand/great-grandchild, brother/sister-in-law, daughter/son-in-law, aunt/uncle, mother-/father-in-law of the academic administrator or of the spouse/domestic partner of the academic administrator, or any other person for whom the academic administrator is legally responsible or any other member of the immediate household.

An academic administrator shall notify his/her immediate supervisor of the leave and, upon returning, shall complete the appropriate absence report.

Such leave shall be taken as soon after notification of death as possible, and no later than ten (10) working days.

Under special or unusual circumstances, and upon mutual agreement between the immediate supervisor and the academic administrator, leave may be taken at a later date than specified above, but in no event shall the leave be taken after one (1) year.

### 4. Industrial Accident and Illness Leave

An academic administrator shall be entitled to industrial accident and illness leave under the following rules and regulations:

- a) Accident or illness must have arisen out of and in the course of employment for the District and must be accepted as such by the District's third party worker's compensation administrator.
- b) Allowable leave shall be for up to sixty (60) working days in any one (1) year for the same accident, and precedes the use of any regular sick leave.
- c) Allowable leave shall not be accumulated from year-to-year.
- d) Industrial accident or illness leave of absence shall commence on the first day of approved Industrial Accident/Illness absence. Any days of absence associated with a claim for Industrial Accident/Illness that is not approved shall be charged against the academic administrator's sick leave.

- e) Payment for wages lost on any day shall not, when added to an award granted the academic administrator under the worker's compensation laws of the state, exceed the normal wage for the day.
- f) Industrial accident leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under workers' compensation.
- g) When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next year, the academic administrator shall be entitled to only the amount remaining at the end of the year, in which the injury or illness occurred, for the same injury or illness.
- h) During any paid leave of absence, if the academic administrator receives payments from disability, he/she shall endorse to the District the temporary disability indemnity checks received due to the industrial accident or illness. The District in turn shall issue the academic administrator appropriate salary warrants for payment of salary, and shall make retirement and other authorized deductions.

## 5. Family Medical Leave

This provision shall be interpreted in a manner that is consistent with both state and federal statutes concerning family leave.

An academic administrator is eligible for leave provided he/she has been employed for at least:

- a) twelve (12) months; and,
- b) 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

An academic administrator, if eligible, shall be granted up to twelve (12) weeks of unpaid leave for any of the following purposes.

- a) The birth of a child or to care for a newborn of the academic administrator.
- b) The placement of a child with an academic administrator in connection with the adoption or foster care of a child.
- c) To care for a child, parent, or spouse who has a serious health condition.
- d) A serious health condition that makes the academic administrator unable to perform the functions of his/her position.

Although the District recognizes that emergencies arise which may require an academic administrator to request immediate leave, he/she is required to give as

much notice as possible of his/her need for leave. However, if leave is foreseeable, at least thirty (30) days notice is required.

An academic administrator's current medical benefits, if any, shall continue uninterrupted through the duration of the Family Medical Leave and the leave shall not constitute a break in service.

## 6. Maternity Leave

An academic administrator is entitled to take up to six (6) months of unpaid leave during any period of disability due to pregnancy, childbirth, or related medical conditions. During any period of the six (6) months that the academic administrator is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth, or recovery there from, as certified by a physician, she shall be permitted to utilize her accrued sick leave. The six (6) months of leave provided for in this section shall be inclusive of any entitlement to leave under the Family Medical Leave or Parental Leave.

An academic administrator requesting maternity leave shall specify, in writing, the length of the leave including the date on which the leave shall begin and the date on which duties are to be resumed, and shall be determined by the academic administrator and her physician, and shall be given to the academic administrator's immediate supervisor and the Office of Human Resources.

There shall not be discrimination against an academic administrator because of pregnancy in terms of compensation or conditions of employment nor shall she be discharged from employment.

## 7. Leaves of Absence without Pay

The Board of Trustees may grant a leave of absence for one (1) year without pay to an academic administrator for special reasons acceptable to the Board of Trustees.

- a) Each request for leave shall be presented, in writing, to the Superintendent/President, or his/her designee, with a copy to the academic administrator's immediate supervisor.
- b) Such request shall include date(s) of leave and reason(s) for leave.
- c) The academic administrator, while on leave of absence without pay, shall not be employed by the District in any capacity.

## 8. General Leaves

When no other leaves are available, a leave of absence may be granted to an academic administrator on a paid or unpaid basis at any time upon terms acceptable to the District and the academic administrator.

## 9. Military Leave

An academic administrator shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law rising out of the exercise of military leave.

## 10. Judicial Leave

Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned services, it is the obligation of an academic administrator to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

- a) An academic administrator shall reimburse the District Business Office any juror's fees received exclusive of the mileage received from the Judicial District.
- b) The District shall continue to pay an academic administrator his/her regular salary until the Court releases him/her.

An academic administrator shall be granted leave to appear as a witness in court, other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the academic administrator.

- a) An academic administrator shall receive regular pay less any amount received for jury or witness fees.

## 11. Parental Leave

An academic administrator may use his/ her sick leave for the purpose of parental leave for a period of up to 12 work weeks. This parental leave shall run concurrently with parental leave taken pursuant to the California Family Rights Act and/or the Family Medical Leave Act. If during this time of parental leave an academic administrator exhausts all full paid regular sick leave, then she/he shall be entitled to use extended sick leave; compensation for any time on extended sick leave shall be no less than 50% of the academic administrator's regular rate of pay.

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