

**BP 6340 LEAVES****References:**

Education Code Sections 22719, 87763 et seq., 88190 et seq., and cites below

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves may include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified and confidential service, administrators, supervisors and managers;
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves

In addition to this Policy and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

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Date Adopted: December 9, 2008

Revised: January 17, 2017 (reference only)

(Replaces RCCD Policies 3020, 4020, and 4021)

Formerly: 7340

**AP 6340 LEAVES**

**References:**

Education Code Sections 87763 et seq. and 88190 et seq.;  
Labor Code Sections 234, and 245, et seq.;  
Military and Veterans Code, Section 395.10

Management

The criteria for academic and classified management employees' leaves of absence is covered in the Management Handbook given to every management employee upon employment, and is available in the Department of Human Resources and Employee Relations and on the District's website.

Classified

Criteria pertaining to Classified employees' leaves of absence are stated in the bargaining agreement between Riverside Community College District and Riverside Community College District Classified Employees, Chapter 535, Articles XX and XXI. Said agreement is given to every Classified employee, upon employment, and is available in the Department of Human Resources and Employee Relations and on the District's website.

Confidential

Criteria pertaining to Confidential employees' leaves of absence are the same as that stated in the bargaining agreement between the District and Riverside Community College District Classified Employees, Chapter 535, Articles XX and XXI (see link above), as well as the Confidential Employees Handbook, which is available in the Department of Human Resources and Employee Relations and can also be found on the District's website.

Academic Employees

Criteria pertaining to Academic employees' leaves of absence are stated in the Agreement between Riverside Community College District and Riverside Community College Chapter CCA/CTA/NEA, Article XIII. Said agreement is given to every Academic employee, upon employment, and is available in the Department of Human Resources and Employee Relations and on the District's website.

Short-Term Hourly, Student Employees, and Professional Experts

Any short-term hourly or professional expert employee who works 30 or more days within a fiscal year from the first date of their employment, is entitled to accrue one (1) hour for every 30 hours worked.

The employee is entitled to begin using accrued sick days beginning on the 90<sup>th</sup> day of employment and may use up to 24 hours, or three (3) days of sick leave in each year of employment. Unused sick leave will carry over to the following year, but total sick leave accrual will not exceed 48 hours or six (6) days.

If the employee leaves the District and is rehired within one (1) year from the date of separation, any previously accrued and unused sick leave must be reinstated. If the employee is rehired after more than one (1) year's absence, the sick leave accrual starts over.

This sick leave may be used for an illness, or for diagnosis, care, treatment of existing health condition or preventative care for the employee or a family member\* or for an employee who is the victim of domestic violence, sexual assault or stalking.

The employee must give reasonable notice to their supervisor to use the sick leave if the need is foreseeable, or notice as soon as practicable if unforeseeable. Notice can be by a phone call, in person, or by email.

Upon returning from sick leave, the employee will be required to complete the Employee Sick Leave Absence Affidavit, which must also be signed by the employee's supervisor.

Sick leave will be paid in accordance with the rate of pay at the time the leave is taken.

CalPERS retirees are not eligible for these sick leave benefits.

\*Family member is defined by the law as a child (biological, adopted, foster, step, legal ward); biological, adoptive or foster parent, stepparent, or legal guardian of an employee or employee's spouse or registered domestic partner; spouse; registered domestic partner; grandparent; grandchild; sibling.

### Military Leave for Spouse of Military Member

The District will allow the employee/spouse, or registered domestic partner, of a qualified military member an unpaid leave of up to 10 days during a qualified period of leave for the military member.

"Qualified Military Member" includes a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater by the President of the United States, or members of the National Guard or the Reserves who has been deployed during a period of military conflict. The employee must be a spouse or registered domestic partner of the military member on leave and work for the District an average of 20 or more hours per week. Additionally, the employee must provide the Department of Human Resources and Employee Relations with notice, within two (2) days of receiving official notice that the military member will be on leave, the dates the employee intends to be out on leave,

and written documentation which certifies that their spouse/military member will be on leave during the time they are requesting the military leave.

#### Forms

Applicable forms for requesting leaves of absence can be found by logging onto the District's employee Intranet, <https://studentrcc.sharepoint.com/sites/hr/SitePages/Forms.aspx>. The forms are under Human Resources and Employee Relations forms, or forms can be obtained by direct request from the Human Resources and Employee Relations Department.

Office of Primary Responsibility: Vice Chancellor, Human Resources and Employee Relations

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Date Approved: February 28, 2011

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Revised: August 17, 2015

(Replaces current Riverside CCD Regulations 3020/4020, 4021)

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