



Oxnard Union High School District

**SECTION 4000
PERSONNEL**

**ADMINISTRATIVE REGULATIONS
AR 4161.2**

PERSONAL LEAVES

VACATION

Certificated Managers employed on a 223-day contracts and Classified Managers of any rank shall be eligible for twenty-one (21) working days of paid vacation leave at the employee's daily rate.

By July 15 of each year, Certificated Managers shall provide their immediate supervisor a proposed work-year calendar indicating the days they plan to work in order to fulfill their duty day requirement. Any changes to the employee's calendar shall be approved by the employee's immediate supervisor.

The maximum vacation days that management personnel may accrue are 42 days.

In the event an administrator retires, resigns or is terminated, he/she shall be compensated for unused vacation, or allowed paid vacation not to exceed a maximum of 42 days. Those administrators who had accumulated more than 42 days as of March 26, 2003, are to be allowed to take that number of vacation days, or to be paid for the number of accumulated days at the time of retirement, resignation or termination.

HOLIDAYS

Holidays are unpaid and shall be granted to all management personnel on the basis of those holidays defined in the Education Code.

LEAVES OF ABSENCE

Management personnel may request a personal leave of absence, without pay, for the following reasons:

- Study/Educational Growth
- Professional Improvement
- Professional Association Service
- Personal Reasons

All personal leave requests shall be submitted in writing to the Superintendent outlining the reasons and any supporting information thereto, and the duration of the leave. The request shall be submitted in sufficient time for approval of the Superintendent and Board of Trustees.

INDUSTRIAL ACCIDENT/ILLNESS LEAVE

In each fiscal year, allowable leave for management personnel for any single industrial accident or illness shall be for 60 days during which the schools of the district are in session or when the employee would otherwise have been performing work for the district.

Allowable industrial accident/illness leave shall not accumulate from year to year.

When a management personnel is absent from his/her duties because of an industrial accident or illness:

1. Industrial accident or illness leave shall start on the first day of absence.

2. The employee shall be paid such portion of the salary due for any month in which the absence occurs as, when added to the temporary disability indemnity under Division 4 or 4.5 of the Labor Code, will result in a payment to the employee of not more than his/her full salary.
3. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence, regardless of a temporary disability indemnity award.
4. When an industrial accident or illness leave overlaps into the next fiscal year, the employee is entitled to only the amount of unused leave due the employee for the same illness or injury.

Adopted: 05/14/90; Revised: 01/27/87; 06/25/03; 11/17/04; 10/14/20