



## PERSONNEL – MANAGEMENT AND SUPERVISORY EMPLOYEES

### BOARD POLICY – LEAVES

BP 4361

The County Board of Education and the County Superintendent of Schools 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.

The County Superintendent of Schools recognizes the following justifiable reasons for employee absence:

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

#### **Long-Term Leaves**

With County Superintendent of Schools or designee 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 County Superintendent of Schools or designee 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 SBCEO'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 SBCEO'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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### Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### Federal

29 USC 2601-2654  
38 USC 4301-4334

#### Description

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

#### State

Ed. Code 22850-22856  
Ed. Code 44018  
Ed. Code 44036-44037  
Ed. Code 44043.5  
Ed. Code 44800  
Ed. Code 44842  
Ed. Code 44940  
Ed. Code 44962-44988  
Ed. Code 45059

#### Description

Pension benefits, STRS members on military leave  
Compensation for employees on active military duty  
Leaves of absence for judicial and official appearances  
Catastrophic leave  
Effect of active military service on status of employees  
Reemployment notices, certificated employees  
Compulsory leave of absence for certificated persons  
Leave of absence (certificated)  
Employee ordered to active military/naval duty, computation of salary  
Leaves of absence (classified)  
Rights, protections, benefits under the law; registered domestic partners  
California Family Rights Act  
Pension benefits, PERS members on military leave  
Rights of employee organizations  
Scope of representation  
Leaves for victims of domestic violence, sexual assault or specified felonies  
Leave for emergency personnel  
Leave for volunteer firefighters  
Time off to visit child's school  
Illness of child, parent, spouse or domestic partner  
Military leave  
Leave when spouse on leave from military deployment

Ed. Code 45190-45210  
Fam. Code 297-297.5

Gov. Code 12945.1-12945.2  
Gov. Code 20990-21013  
Gov. Code 3543.1  
Gov. Code 3543.2  
Lab. Code 230-230.2

Lab. Code 230.3  
Lab. Code 230.4  
Lab. Code 230.8  
Lab. Code 233  
M&V Code 395-395.9  
M&V Code 395.10

ADOPTED BY COUNTY BOARD:  
REVISED:

September 1, 2022