

BOARD POLICY

Classified Employees, Leaves of Absence for

The appointing authority may grant leaves of absence to employees when it is in the best interest of the welfare of the appointing authority and the welfare of the individual employee.

Except as otherwise provided, time spent on leaves of absence with pay shall count toward salary step advancement and toward employee fringe benefit and seniority accrual.

Except as otherwise provided in this regulation, time spent on leaves of absence without pay shall not count toward salary step advancement, employee fringe benefit accrual, and seniority accrual, and shall not be considered a part of the probation period.

A leave of absence with pay granted to a probationary employee shall affect the continuity of service required for permanency if the absence exceeds 10 working days.

An employee will be assigned to the same position or a position in the same class upon return to service following a leave of absence.

If the class has been abolished during the employee's absence, the employee shall be laid off for lack of work and placed on the reemployment list for the class, effective the date of termination of leave. In lieu of layoff, an employee may return to a vacant position in a class at the same or lower salary level, provided the employee meets the qualifications for that class.

The Board of Education may, for good cause, cancel any leave of absence by giving the absent employee due notification. The employee may appeal the cancellation to the Personnel Commission, which shall investigate and hear the appeal. The appeal by the employee, which shall be final and binding, will stay the cancellation directive of the Board until action is taken by the Personnel Commission.

An employee may make a written request to the Board of Education to return to work prior to the expiration date of the leave. The Board may approve or reject such request.

Failure to report for duty within five working days after a leave expires or has been cancelled shall be considered abandonment of the position, and the employee may be terminated by the Board of Education. The termination may be appealed to the Personnel Commission in the same manner as any other dismissal for cause.

An employee while on leave of absence may not accept other gainful employment with another employer, except ordered military service, without express prior approval of the Board of Education.

The subject of this policy is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this policy as they apply to employees in that unit.

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