

# Santa Barbara Unified School District

## Administrative Regulation

AR 4161  
4261  
4361

All Personnel

### LEAVES

#### Failure to Return to Service After Leave

In the case of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year, the district may terminate the employment of such an employee if all of the following circumstances exist: (Education Code 44842)

1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of his/her intention to remain in service with the district in accordance with Education Code 44842.
2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work.
3. The employee did not request or was not granted a leave of absence authorized by the Board.

(cf. 4112.1 - Contracts)

In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)

(cf. 4117.4 - Dismissal)

#### Use of Leaves by Classified Employees

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

##### 1. Sick Leave

Management employees shall be entitled to sick leave at the rate below:

- 13 days - 200 to 214 day work-year
- 14 days - 215 to 223 day work-year
- 15 days - 224 + day work-year

Earned sick days are accumulative and may be transferred into the district by new employees and out of the district by those employees who are leaving the district, according to the Education Code. Additional sick leave will be granted to employees according to the Education Code.

Management employees shall be subject to the provisions and procedures set forth in district policy, regulations and/or bargaining agreement for Industrial Accident/Illness Leave when injured on the job.

##### 2. Personal Leave of Absence

After five years of continuous satisfactory district service, a management employee is eligible to request of the Board a leave of absence for personal reasons (not necessarily to be stated) for a period of not more than one year. No salary shall be paid for this leave.

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Santa Barbara, California January 26, 2010