

Santa Barbara Unified School District

Board Policy

BP 4161
4261
4361

All Personnel

LEAVES

The Governing Board 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.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

2. Industrial accident or illness

(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

3. Family care and medical leave

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

4. Military service

(cf. 4161.5/4261.5/4361.5 - Military Leave)

5. Personal necessity and personal emergencies

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

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

(cf. 4161.3 - Professional Leaves)

(cf. 4261.3 - Professional Leaves)

9. Attendance at work-related meetings and staff development opportunities

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Compulsory leave

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Long-Term Leaves

With Board 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 Board 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, management, supervisory, and confidential employees who are not subject to the district'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, management, supervisory, and confidential employees who are not subject to the district'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.

(cf. 2121 - Superintendent's Contract)

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4312.1 - Contracts)

Legal Reference:

EDUCATION CODE

22850-22856	<i>Pension benefits, STRS members on military leave</i>
44018	<i>Compensation for employees on active military duty</i>
44036-44037	<i>Leaves of absence for judicial and official appearances</i>
44043.5	<i>Catastrophic leave</i>
44800	<i>Effect of active military service on status of employees</i>
44842	<i>Failure to provide notice or to report to work</i>
44940	<i>Sex offenses and narcotic offenses; compulsory leave of absence</i>
44962-44988	<i>Leaves of absence (certificated)</i>
45059	<i>Employee ordered to active military/naval duty, computation of salary</i>
45190-45210	<i>Leaves of absence (classified)</i>

FAMILY CODE

297-297.5 *Registered domestic partner rights, protections and benefits*

GOVERNMENT CODE

3543.1 *Release time for representatives of employee organizations*
 3543.2 *Scope of representation*
 12945.1-12945.2 *California Family Rights Act*
 20990-21013 *Pension benefits, PERS members on military leave*
LABOR CODE
 230-230.2 *Leaves for victims of domestic violence, sexual assault or specified felonies*
 230.3 *Leave for emergency personnel*
 230.4 *Leave for volunteer firefighters*
 230.8 *Leave to visit child's school*
 233 *Illness of child, parent, spouse or domestic partner*
MILITARY AND VETERANS CODE
 395-395.9 *Military leave*
 395.10 *Leave when spouse on leave from military deployment*
UNITED STATES CODE, TITLE 29
 2601-2654 *Family and Medical Leave Act of 1993*
UNITED STATES CODE, TITLE 38
 4301-4334 *Uniformed Services Employment and Reemployment Rights Act of 1994*

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