

Administrative Regulation

PERSONNEL: MANAGEMENT TEAM

Leave

Sick Leave

Management employees shall be granted sick leave at the rate of one day for each month of employment, but not to exceed 12 days per year. Sick leave will be prorated for management employees who work less than a full year (12 months) or work less than full time in the assignment held. Sick leave shall be cumulative without limit and be available in subsequent years of employment.

Following the fifth (5th) consecutive work day of absence due to illness/disability, the Superintendent/designee may require the employee to provide to a written statement from a physician certifying the nature of the illness/disability. The physician's statement shall be specific as to the health condition of the employee and any disabling effects related to or resulting from the stated health condition. At reasonable intervals thereafter, the District may require from the employee additional written statements by a physician certifying the continuing nature of the disability.

In the event of a scheduled disability (surgery, childbirth, etc.) the employee shall notify the Superintendent/designee in writing of the anticipated absence. Such notification shall include the anticipated date of leave and the anticipated date for return to duty. Whenever possible, such notification shall be provided at least twenty (20) working days prior to the scheduled disability.

Extended Sick Leave

When a management employee has exhausted all accumulated sick leave, the employee will be entitled to extended sick leave available to other certificated and classified employees in accordance with state law and regulations.

Personal Necessity Leave

On an annual basis, up to seven (7) days of accumulated sick leave may be used for purposes of personal necessity. Business of an emergency or urgent nature, accidents, family illness, court appearance, deaths, imminent danger to home or personal property, and other unforeseen occurrences which require the presence of the employee are representative of those situations which constitute personal necessity. The employee should request prior approval for use of personal necessity leave unless the nature of the

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reason for personal necessity precludes prior approval.

Bereavement Leave

Management employees are entitled to a leave of absence, not to exceed five (5) days upon the death of any member of the immediate family. Immediate family includes mother, father, grandmother, grandfather, grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

Any absence for a death within the family of an employee shall first be charged against bereavement leave. Additional leave for bereavement may be allowed through Personal Necessity Leave.

Jury Duty and Other legal Commitments

Leaves of absences to serve on a jury or to appear as a witness in court other than as a litigant shall be granted with no loss in pay, provided the employee endorses any compensation received, exclusive of mileage allowance, to the District. At the employee's option, such leaves of absence will be granted without pay.

Military Leave

Management employees who enter the military of the United States are entitled to military leave. Such leave does not affect classification and does not constitute a "break in service." However, this leave will not count as part of the probationary period required as a condition precedent to classification as a permanent employee.

Within six (6) months after an employee honorably leaves the service, he/she is entitled to his/her former position at a salary he/she would have received had he/she not been on military leave. Management employees ordered into military service are entitled to one month's pay from the school district if one year of service has been rendered in the District. Members of the National Guard are entitled to leave without regard to the length of their public service.

Child-Rearing Leave

Child-rearing leave without pay may be granted to management employees based upon written request by the employee to the Superintendent/designee. Such leave is subject to the approval of the Board of Trustees upon recommendation of the Superintendent.

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Management employees on Child-Rearing Leave are not eligible to receive the District's contribution to the health and welfare benefits program. The employee may continue to participate in the program at his/her personal expense.

Upon return from leave, the employee will be assigned to a position similar to same pay/status level when possible.

Leave of Absence Without Pay

Leave of absence without pay may be granted to certificated and classified management employees based upon written request by the employee to the superintendent/designee. Such leave is subject to the approval of the Board of Trustees upon recommendation of the superintendent.

Management employees on Leave of Absence Without Pay are not eligible to receive the District's contribution to the health and welfare benefits program. The employee may continue to participate in the program at his/her personal expense.

Leaves Of Absences for Other Reasons

Management employees may request a leave of absence for reasons other than those listed above. Requests must be submitted in writing to the Superintendent/designee and are subject to approval by the Board of Trustees upon recommendation of the Superintendent. Terms and conditions for leaves granted under this provision require written agreement between the District and the employee.

Legal Reference:	Education Code
	44965 Granting of Leave of Absence for Pregnancy or Child Rearing
	44977 Salary Deductions during Absence from Duties
	44978 Provision for Sick Leave of Certificated Employees
	45191 Leave of Absence for Illness or Injury
	45196 Salary Deductions during Sick Leave
	44985 Leave of Absence Due to Death in Immediate Family
	44800 Effect of Active Military Service on Status of Employees
	45195 Additional Leave for Nonindustrial Accident or Illness; Reemployment Preference
	45381 Leave of Absence

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