

LEAVES AND VACATIONS

The board recognizes justifiable reasons for employee absences and will provide for such absences as authorized by law. Temporary leaves are dealt with administratively through regular established board policies and procedures. Requests for long term leaves must be made in writing to the superintendent through the building principal or classified department head. The board must act on all long term leave requests.

Step and column advancement on the salary schedule do not accrue to an employee during a long term leave, except in the case of military and sabbatical leaves.

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

13006	Leaves of Absence for Judicial and Official Appearances
13453	Leaves of Absence
13454	Power to Grant Leaves of Absence
13457	Leaves of Absence for Study and Travel
13458	Time Qualifications for Leaves of Absence for Travel and Study
13468.1	Transfer of Accumulated Sick Leave
13468.5	Sick Leave Allowed for Personal Necessity; Rules and Regulations
13469.1	Required Rules for Industrial Accident and Illness Leaves of Absence
13470	Leaves of absence due to Death of Member of Immediate Family
13530	Salary Computation When Employee in Ordered Military or Naval Duty