

Salinas Union High School District

Management Personnel

Policy # 4360/4460

LEAVES AND VACATIONS

Employees of the District may wish or be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service or emergencies due to weather, accident, legal requirements, etc.
2. Those governed by compassion, such as family illness, bereavement, and other personal reasons
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars, and other patterns of additional study
4. Those provided by scheduled vacations
5. Other approved leaves, paid or non-paid

The Governing Board recognizes that absences for such reasons are justifiable and will provide for employee absences as authorized by law and as permitted by the Board in these policies and regulations.

Each employee on non-paid leave may elect to pay for the continuance of health and welfare benefits offered by the District subject to carrier approval.

Cause of absence forms when required should be filed with the appropriate manager prior to leaving the work site upon the first day of return to duties, but shall be filed no later than the end of the second workday after return to duties. In any event, the cause of absence form shall be filed not later than the last working day of the month in which the absence occurs.

Legal Reference:

EDUCATION CODE

44036 Leaves of absence for judicial and official appearances

44037 unlawful to encourage exemption from jury duty

44962-44985 Leaves of absence (certificated)

45190-45207 Leaves of absence, vacations (classified)

GOVERNMENT CODE

3543.2 Scope of representation

Policy adopted: 11/24/81

Renumbered from 4350/4450: 2/3/92

Reviewed and retained: 10/26/04