

**Coast Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

---

**BP 7340 Vacation and Leaves for Employees Not in a Bargaining Unit**

**References:**

Education Code Sections 87701, 87763 et seq., 88190 et seq., 88202, 88210, and additional statutes cited below;  
Labor Code Sections 245 et seq.;  
Unemployment Insurance Code Sections 3300 – 3303

The District provides leaves in accordance with law and the provisions of applicable collective bargaining agreements. Such leaves include, but are not limited to:

- illness or injury leaves for classified and academic employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, educational administrators, and classified managers;
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the Legislature (Education Code Section 87701);
- pregnancy and maternity leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave for reproductive loss (Government Code Section 12945.6)
- leave to bond with a new child (Education Code Sections 87784.5 and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (also see AP 7346 titled Employees Called to Military Duty) (Education Code Section 87700);
- sabbatical leaves; and
- personal, unpaid leave of absence.

The District will provide sick leave to all eligible employees pursuant to terms and conditions that equal or exceed the applicable requirements of California's Healthy Families, Healthy Workplaces Act of 2014, as set forth in Labor Code Sections 245 et seq.

Employees shall not be entitled to a travel stipend for the period that they are on vacation or leave which exceeds 30 consecutive calendar days.

The collective bargaining agreements for faculty and classified professionals include provisions regarding vacation and leaves.

Vacation and leaves for educational administrators, classified managers, and confidential employees are delineated below:

### **Employees Called to Military Duty**

Employees will be granted military leave in accordance with law and the provisions of applicable collective bargaining agreements.

Requests by any employee for leave of absence for military purposes shall be considered and authorized in accordance with provisions of law and applicable bargaining agreements.

### **Confidential Employees**

#### **Sick Leave**

Each full-time confidential employee shall be granted sick leave (absence with full pay during illness) at the rate of 12 days sick leave for a full year of service to the District, with proportionately smaller sick leave allowances for shorter periods of employment or for less than full-time employment.

#### **Extended Sick Leave**

The total period of absence because of illness for any confidential employee in any fiscal year cannot exceed 100 days (sick leave plus extended sick leave) unless an employee has accumulated more than 100 days sick leave privileges.

#### **Absence Due to Personal Necessity**

Confidential employees may use as many as seven days of accumulated sick leave in any fiscal year for instances of personal necessity for the following reasons:

- Death of a member of the employee's immediate family
- Accident or illness involving their person or property or the person or property of a member of their immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- Birth/Adoption leave – two days maximum.
- Personal business leave – three days maximum.

**Vacation**

Confidential employees are entitled to 22 vacation days for each full year of full-time service. Proportionate vacation allowance will be granted for periods of service of less than one year and/or less than full-time. The maximum vacation an employee may have available shall be 44 days or 352 hours. No vacation will be earned beyond 44 days or 352 hours. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

The annual vacation accrual for confidential employees is earned on a pro-rata basis for each month of employment, but the full 22 days will be available for use July 1 each fiscal year. Employees who are in a paid status for more than one-half the working days in the month will accrue vacation for that month.

**Floating Holiday**

Confidential employees are entitled to one floating holiday. The floating holiday is not cumulative

**Educational Administrators and Classified Managers (“Managers”)****Sick Leave**

Each full-time Manager shall be granted sick leave (absence with full pay during illness) at the rate of 12 days sick leave for a full year of service to the District, with proportionately smaller sick leave allowances for shorter periods of employment or for less than full-time employment.

**Extended Sick Leave**

The total period of absence because of illness for any Manager in any fiscal year cannot exceed 100 days for classified managers and not more than 110 days for educational administrators (sick leave plus extended sick leave) unless an employee has accumulated more than 100 days sick leave privileges.

**Absence Due to Personal Necessity**

Managers may use as many as six days of accumulated sick leave in any fiscal year for instances of personal necessity for the following reasons:

- Death of a member of the employee's immediate family
- Accident or illness involving their person or property or the person or property of a member of their immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- Paternity leave – one day maximum.
- Necessary business leave – three days maximum.
- Personal Leaves – three days maximum.

## **Vacation**

Managers accrue 22 vacation days for each full year of full-time service. Proportionate vacation allowance will be granted for periods of service of less than one year and/or less than full-time. The maximum vacation available shall be 44 days or 352 hours. No vacation will be earned beyond 44 days or 352 hours. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

## **Floating Holiday**

Managers are entitled to one floating holiday each fiscal year which is not cumulative.

The annual vacation accrual for Managers is earned on a pro-rata basis for each month of employment, but the full 22 days will be available for use July 1 each fiscal year. Employees who are in paid status for more than one-half the working days in the month will accrue vacation for that month.

1. Managers shall be entitled to holidays as designated in the District calendar.
2. Managers employed full time (12 months) accrue 22 vacation days for each full year of service. Such vacation may be taken in the fiscal year following the year in which it was earned.
3. Vacation shall be in addition to other leaves and holidays granted by the Board during any given fiscal year.
4. Managers employed full time for less than 12 months shall receive pro-rata vacation.
5. Time of vacation to be taken is at the discretion of the Chancellor or designee. The time of vacation of the Chancellor shall be at the discretion of the Board.
6. Upon separation from service or retirement, Managers may use accrued vacation prior to the termination date, except that any unused accrued vacation shall be paid in a lump sum upon:
  - a. Termination from employment with the District; or
  - b. Board approval of leave of absence; or
  - c. Change of status from educational administrators or classified managers to faculty.

In addition to this policy and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes and for other periods of time.

Approved July 15, 2015  
Revised June 15, 2016  
Revised November 20, 2024