

CLASSIFICATION: All Personnel

ADOPTED: 4/14/99

REVISED:

SUBJECT: Leaves of Absence

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The County Superintendent of Schools may grant leaves of absence, with or without pay, to employees for any purpose and for any period of time as long as the employee is not deprived of any leaves of absence to which he/she is entitled by law or applicable collective bargaining agreements.

Long-Term Leaves of Absence

The County Board of Education discourages the use of long-term leaves of absence solely to enable employees to enter into contracts of employment with other organizations, including school or community college districts, while maintaining employment status with the San Diego County Office of Education.

Employees may receive a long-term leave of absence without pay and without increment, seniority or service credit, for a period of up to one year. The employee shall submit a written request for a planned long-term leave of absence to the employee's division assistant superintendent, including details of the leave, purpose and proposed conditions, at least eight (8) weeks prior to the proposed commencement of the leave. The division assistant superintendent shall forward the request through the Assistant Superintendent, Human Resources and Communication Services to the County Superintendent of Schools with his/her recommendations. The County Superintendent of Schools has sole authority to grant or deny the request.

If the request for a long-term leave of absence is granted, an agreement shall be executed in writing and shall state the term and conditions of the leave, including conditions governing the employee's return to work. This agreement may be extended an additional year by consent of both parties.

A written request by an employee to return to work prior to the expiration date of the leave is subject to consent by both the employee and the County Superintendent of Schools.

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Board Policy No.: 4000

Administrative Regulation No.: 4303

Derivation: Former Board Policy Nos.. 4201 and 4305, Adopted 7/5/95 are repealed 4/14/99. See now this policy.

Legal Reference: Education Code
1294, 1295, 45190, 44963, 45198
Current A of E, CTA/NEA Negotiated Agreement
Current CSEA Negotiated Agreement
Current Merit System Rules and Regulations for the Classified Service