

## Administrative Regulation

Classified Employees, Particular Leaves for

- A. Absences of classified female employees for reasons related to pregnancy and convalescence following childbirth shall be treated as sick leave and are subject to the provisions of Administrative Regulation 4230.2.

Classified female employees who desire a leave of absence for the purpose of remaining at home to care for a newborn infant are subject to the provisions of Administrative Regulation 4230.10.

- B. Classified employees, under official orders, who are called to duty or who volunteer in the armed services of the United States shall be granted military leave of absence for the period of such required service or enlistment.
1. Employees who have served one year or more in the district shall be granted such leave with up to the first 30 calendar days at full pay. Paid days shall not exceed 30 days in one fiscal year.
  2. Employees who have not served one year in the district shall be granted leave without pay.
  3. The employee's advancement on the salary schedule shall not be interrupted by military leave; he/she shall continue to accrue seniority for purposes of layoff due to lack of work, lack of funds, or abolishment of position, and for longevity vacation. However, no other fringe benefits such as sick leave or vacation shall accrue during such absence.
- C. Classified employees who are members of reserve corps, and who must temporarily be absent due to active military training, shall be granted temporary military leave of absence not to exceed 180 calendar days.
1. Employees who have been in the service of the district for one year or more shall be granted such leave, with the first 30 calendar days at full pay; and they shall not suffer loss of benefits of any kind nor shall they lose any rights granted other employees due to the absence.
  2. Employees who have not been in the service of the district for one year shall be granted leave without pay.
  3. An official document stating the date the employee must report for duty shall be submitted prior to granting leave of absence under this rule.

4. An employee on military leave shall be reinstated in his/her regular position or a position in the same classification upon honorable discharge from the service.

- D. Classified employees who volunteer to serve with VISTA may be granted leave of absence without pay for maximum of two years.

An employee on VISTA leave shall be reinstated in his/her regular position or a position in the same class upon conclusion of the leave.

- E. Any permanent classified employee who accepts an assignment within the district to an exempt, temporary, or limited-term position shall, during such assignment, be considered (for status purposes) as serving in a regular position; and such assignment shall not be considered separation from service.

The employee may, with the approval of the appointing authority, voluntarily return to his/her position or a position in the class of his/her permanent status prior to the completion of service in an exempt, temporary, or limited-term position.

The subject of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this regulation as they apply to employees in that unit.

(Page 2 of 2)

Ref: EC Sections 45190, 45193, 45198, 45297  
Government Code 389-395.4

Approved: February 3, 1977  
Revised: September 5, 1979  
Revised: March 4, 1986  
Reviewed: July 1, 2000