

1.0 Personnel Leaves

A management employee may, upon request be granted up to one year leave of absence, for the following reasons:

- 1.1 Health
- 1.2 Maternity, paternity and adoption
- 1.3 Formal study
- 1.4 Travel
- 1.5 Military service
- 1.6 Exchange teaching
- 1.7 Job corps/peace corps
- 1.8 Child care men and women
- 1.9 To assume public office
- 1.10 To assume an elective or appointive position within a recognized certificated employee organization
- 1.11 Personal necessity (extenuating circumstances)
- 1.12 Rest and recreation

Leaves for travel, formal study or child care for less than a full semester must have prior approval of the Assistant Superintendent, Education. All such leaves may be, upon request, extended for one additional complete semester or school year. Requests for leaves of absences under this provision shall not be arbitrarily or capriciously denied.

2.0 Application for Leave

- 2.1 Leaves Other Than Sabbatical. A management employee who is eligible for a formal leave of absence must make application for such leave on the district form provided. Requests for such leaves to begin in September must be filed in the Human Resources Office prior to the preceding February 15. Requests for leaves to begin in January must be received on or before the preceding November 15. In extenuating circumstances, the aforementioned time deadlines may be waived.
- 2.2 Sabbatical Leave. The deadline for submitting requests for sabbatical leaves for either one semester or for a full year shall be February 15 of the year preceding the school year during which the leave is requested.

3.0 Leave – Break in Continuity of Service

No leave of absence when granted to a probationary management employee shall be construed as a break in the continuity of service required for the classification of the employee as permanent. The time during which the leave of absence is taken shall not be considered as employment within the meaning of Section 13303 to 13312, inclusive, Section 11314 to 13318, inclusive. Sections 13320 to 13326, inclusive, and Sections 13328 to 13337, inclusive.

4.0 Notification of Return or Request for Extension

On or before February 1, or October 1, nearest and preceding the expiration of the leave of absence, the management employee must send a written notification to the superintendent stating his/her intention of returning to work or requesting an extension of a leave of absence. Requests for a complete semester or school year extension of a leave of absence must be made in writing prior to March 15.

5.0 Salary During Leave

A management employee granted a leave of absence, other than sabbatical leave, military leave, or peace corps leave, shall not be advanced on the salary schedule unless he/she has completed the school year according to law. A management employee granted a sabbatical, military, or peace corps leave shall be eligible for advancement on the salary schedule.

6.0 Assignment Upon Return From Leave

6.1 Upon return from a leave of absence taken for reasons other than physical, the management employee shall be assigned to the same school or district office location in which service was being rendered at the time of making application for leave, subject to district reassignment policy.

6.2 Upon return from a leave of absence taken due to illness, the management employee will be reassigned to the same school and job assignment.

7.0 Tragedy Personal Necessity Leave

A long term ninety day personal necessity leave of absence may be provided to a management employee who experiences a serious tragedy within his/her

immediate family. For purpose of this section, "immediate family" shall be defined to include parent, sibling, spouse or dependent child. A management employee's compensation during such leave shall be the equivalent of the management employee's regular salary and fringe benefits minus the amount necessary to pay a substitute employed to replace the management employee while on leave.

8.0 Jury Duty

(Education Code 13006) Management employees called for jury duty shall be paid their regular salary and shall remit their jury fees paid by the court to the designated board representative.

9.0 Tribunal

There shall be no deduction from the salary of a management employee by reason of and during the period of his/her service as a member of a Commission on Professional Competence in the State of California, as impaneled under Education Code 44944. Service upon a Commission on Professional Competence impaneled to consider dismissal proceedings of employees of other California school districts is subject to obtaining prior approval of the Board of Trustees of the Anaheim Union High School District.

10.0 Sabbatical Leave

A sabbatical leave of absence may be granted to any management employee only to the extent that the same will benefit the Anaheim Union High School District, for not less than one semester nor more than one school year under the following conditions:

10.1 The applicant must have served at least seven consecutive years in the district preceding the granting of the leave, and more than one such leave of absence shall not be granted to an employee in each seven years of employment. Other leaves of absence, while not counted as a "year of service," do not constitute a break in consecutive years of service.

10.2 A leave may be granted for the following reasons:

10.2.1 Formal Study - Complete a minimum of eight semester hours each semester in an accredited institution of higher learning. Courses must relate to present or future service in the district.

10.2.2 Travel - Engage in foreign or domestic travel during each semester.

10.2.3 Study and Travel - A one year leave be divided between study and travel in accordance with above regulations.

10.2.4 Independent Study - Provided that the applicant presents a "plan of work" for independent study and a report relative to the accomplishment of such "plan of work" at the conclusion, sabbaticals may be granted for independent study.

10.3 Compensation while on sabbatical leave shall be sixty percent (60%) of the salary the management employee would have received had s/he remained in active service.

10.4 A "Sabbatical Leave Committee" composed of three management team employees selected by the superintendent shall be established to administer the sabbatical leave policy and to develop additional procedures necessary to the implementation of sabbatical leave policy.

10.5 The applicant must provide a surety bond.

10.6 The applicant shall agree to serve twice the period of the leave following return to the district.

10.7 The deadline for submitting requests for sabbatical leaves for either one semester or for a full year shall be February 15 of the year preceding the school year during which the leave is requested.

11.0 Maternity Leaves and Absences

Pregnant management employees shall be granted maternity leaves without pay, such leave to commence on a date to be determined by the employee and the employee's physician.

Notice of pregnancy will be given to the management supervisor of the school or site as soon as possible. Each month, beginning with the sixth month of pregnancy, the management employee will present to her management supervisor, certification by her physician that she is physically fit to continue working. The management employee should notify her supervisor at least twenty-one (21) days before actually starting her leave whenever possible.

12.0 Sick Leave

A management employee who is absent due to personal illness and/or injury, including a disability caused or contributed to by pregnancy, shall be allowed full pay for the number of days absent provided that the number of days absent does not exceed the management employee's total accumulated days of sick leave. The Board may require satisfactory proof of the nature, extent and duration of the

illness if it believes a management employee to be abusing the use of such sick leave.

Any management employee who is absent because of personal illness or accident not incurred on duty will be entitled to full salary during such illness as indicated on yearly adopted administrative salary schedule. The days granted by this policy are at full pay and become available at the beginning of each school year of service. Unused days are cumulative and carried over to the succeeding year without limit as long as the management employee is retained by the district, except that days for personal illness do not accrue nor do they accumulate during a year when an employee is on leave of absence.

13.0 Hourly – Summer Employees

Management personnel performing duties under a special contract and/or hourly pay in the summer are entitled to compensation for personal illness or injury commensurate with the daily amount of contracted and/or hourly summer pay.

14.0 Transfer of Sick Leave

A management employee with illness and/or injury which was accumulated in other California school districts, will automatically qualify for the transfer of such illness or injury leave provided that the management employee submits a request to the Human Resources Office for such transfer and provided, further, that the management employee can obtain documentation of the amount of sick leave accumulated from such other districts.

15.0 Bereavement

A management employee shall be allowed three (3) days of absence, at full pay, for any death of a member of his/her immediate family or five (5) days if out-of-state travel is required. The Superintendent is authorized to grant additional leave up to three (3) days.

"Member of the immediate family" means the father, mother, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, husband, wife, grandmother, grandfather, grandchildren, sister, brother, sister-in-law, brother-in-law, niece, nephew, aunt, uncle of the management employee, and like relatives of spouse, or any person living in the immediate household of the management employee.

16.0 Personal Necessity

A management employee may use up to ten (10) days of personal necessity absence annually for the following reasons:

16.1 Bereavement

16.2 Accident or serious illness involving his person or property or person or property of his immediate family

16.3 Court appearance as a litigant or as a witness under order

16.4 Religious observances

16.5 Other emergency type necessities as determined and approved by the Superintendent or his/her designee.

A written explanation of each absence request shall be filed with the Superintendent or his/her designee.

A management employee shall be allowed to use two of the ten days of personal necessity leave which will not be charged against his accumulated sick leave; however, if he uses these days, s/he will have a remainder of only eight days personal necessity leave, which, if used, shall be deducted from his/her accumulated sick leave. [This section of the policy shall be suspended for the 2011-2012 school year.]

17.0 Industrial Accident and Industrial Illness Leave

17.1 Leaves resulting from an industrial accident or industrial illness shall be granted in accordance with the provisions of Education Code Sections 44043 and 44983.

17.2 A management employee who is absent from duty because of an illness or injury defined as an industrial accident or industrial illness under provisions of the Workers' Compensation Insurance Law, shall be granted paid industrial accident leave for each such accident or illness while receiving temporary disability benefits for workers' compensation provided that:

17.2.1 The Superintendent or his/her designated representative has determined that the illness or injury was directly related to the

performance of his duties while in the employ of the Anaheim Union High School District.

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- 17.3 A management employee absent from duty because of illness or injury resulting from an accident or condition incurred on duty, which qualified under Workers' Compensation Insurance, shall be granted an occupational leave for each such accident provided that neither the number of days for one leave nor the total number of days allowed in one school year for more than one such leave does not exceed a total of sixty (60) consecutive working days.
- 17.4 Occupational leave shall be granted from the first day of disability but shall not extend beyond the last day for which temporary disability indemnity is received. Only absences which are supported by a physician' certificate and have been verified to be the result of a duty connected illness or injury can be paid under the occupational leave policy. Any absence that cannot be so verified shall be charged against the management employee's leave.
- 17.5 Should the management employee's absence, due to an occupational injury or illness, extend beyond sixty (60) consecutive working days, the management employee shall be permitted to use accumulated sick leave until temporary disability payment ceases, until he/she returns to duty, or until illness credits have been used up, whichever is sooner.
- 17.6 During any period a management employee is receiving a regular salary from the district, the employee is required to endorse over to the district all temporary disability payments received in accordance with Section 44983 of the Education Code. Charges to the management employee's leave balances shall be as follows:
- 17.6.1 Occupational leave shall be reduced by one day for each day of authorized absence regardless of temporary disability payments.
- 17.6.2 Sick leave and/or vacation leave shall be reduced only by that amount necessary to provide a full days wage or salary when added to temporary disability benefits. Any management employee who is absent because of a work connected illness shall not be entitled to receive wages or salary from the district, which, when added to temporary disability benefits, will exceed the full salary during the period of his/her absence. (See Education Code Section 44043).

17.7 A management employee, while receiving occupational leave benefits, must remain within the State of California unless the Board of Trustees authorizes travel outside the State.

17.8 While a management employee is on any paid leave resulting from an industrial accident or industrial illness, the employee's salary paid by the district shall not, when added to a normal temporary disability allowance award without penalties granted the management employee under State Workers' Compensation Insurance Laws, exceed the management employee's regular salary.

Final allowance for permanent industrial disability settlements shall not be subject to remittance to the district under this rule.

18.0 Short Term Personal Leave Without Pay

An excused absence without pay for a management employee may be approved for one day by the management employee's supervisor. Upon the recommendation of the immediate supervisor, the Assistant Superintendent, Education may authorize an excused absence without pay for certificated and classified personnel from two to five days. Notification that absence has been approved should be reported to the appropriate Human Resources Office at least 24 hours prior to the absence.

19.0 Court Appearance

A management employee shall be granted absence with full pay not to exceed three days because of necessary appearance in court (other than as a litigant) or in response to a subpoena duly served. The subpoena must be filed with the Board of Trustees or its delegated authority immediately upon its having been received by the management employee.

20.0 Epidemic or Act of God

A management employee shall receive full pay for absence in the event of closing school due to the prevalence of an epidemic or Act of God.

21.0 Revocation of Leave

A leave of absence may be revoked at the sole discretion of the Assistant Superintendent, Education upon evidence that the cause for granting it was misrepresented or has ceased to exist.

22.0 Employment While on Leave

A management employee while on leave of absence, other than ordered military, may not engage in other gainful employment without the express prior approval of the Board of Trustees.

Board of Trustees
September 14, 1978
Revised: November 13, 1986
Revised: May 10, 1990
Revised: January, 1994
Revised: June 13, 2011
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