

RULE X

ABSENCE FROM DUTY

Section 10.1 GENERAL PROVISIONS

- A. The appointing authority may grant leaves of absence to employees where it is in the interest of either or both the welfare of the appointing authority and/or the welfare of the employee.
- B. Except as otherwise provided in this rule, time spent on leaves of absence with pay shall count toward salary step advancement, toward employee fringe benefit and seniority accrual, and shall be considered a part of the probationary period.
- C. Except as otherwise provided in this rule, time spent on leaves of absence without pay shall not count toward salary step advancement, toward employee fringe benefit accrual and seniority accrual, and shall not be considered a part of the probationary period.
- D. Leaves shall not exceed one year's duration, except as otherwise provided in this rule, although extensions may be granted.
- E. The Superintendent and the County Board of Education may authorize Humboldt County Office of Education employees to attend conferences, workshops and meetings at office expense.

The requests shall relate an employee's current job assignment to the conference, workshop or meeting in question and specify what skills and knowledge the employee may be expected to acquire as a result of attendance.

- F. A classified employee shall be reinstated following a leave to the position held prior to being granted the leave. By position is meant the position classification formerly held by the employee, rather than necessarily the same assignment.
- G. Unauthorized absences shall be defined as non-performance of duties required of an employee by Board policies, administrative regulations or the laws of California.

Such unauthorized absences shall include, but not be limited to, collective refusals to provide service, unauthorized use of sick leave or other leave benefits, or refusal to attend required meetings.

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Unauthorized absences shall be deemed a breach of contract and may result in initiation of dismissal proceedings or other disciplinary action.

- H. All policies to the contrary notwithstanding, the Superintendent may require a doctor's statement or other verification if there is doubt as to the legitimacy of the employee's explanation of any absence.
- I. Classified employees who are ill and have exhausted paid sick leave credits, compensatory time off and vacation credits shall be eligible for an unpaid leave of up to six months per the provisions of the classified bargaining unit contract.
- J. Any classified employee who resigns from the classified service of another school district for the express purpose of accepting classified employment by the Humboldt County Office of Education shall be entitled to sick leave credits accumulated in the previous district of employment.

No transfer of sick-leave credits shall be possible unless the employee has a certified statement listing accumulated sick leave sent to the Humboldt County Office of Education by the person in the former district who maintains employee attendance records.

(Education Code 45193, 45190, 45196, 45194, 45197, 45203, 45207)

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