

**CERTIFICATED PERSONNEL**Leaves

Personnel may wish or be required to be absent from work for several reasons:

1. Those caused by personal sickness or injury, pregnancy, court duty, military service or emergencies beyond their control.
2. Those governed by compassion or conviction, such as family illness *or* childrearing, bereavement, and other reasons of compelling personal importance.
3. Those stemming from occupational status such as attendance at work-related meetings, conventions, inservice courses and seminars, and other patterns of additional study.
4. Those provided by scheduled recesses or vacations.

The Superintendent recognizes that absences for such reasons are justifiable and will provide for employee absences as authorized by law, as permitted in the following policies and regulations, or as negotiated between the Superintendent and authorized employee organizations.

The following policies and regulations regarding leaves apply to those employees not otherwise covered by a negotiated agreement between the Superintendent and an exclusive representative.

Continuity of Service

No absence under any paid leave provision of the following policies and regulations shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provisions of these paid leave policies shall continue to accrue during such absence.

Employees who are on an approved leave of absence shall notify the employer by March 1 whether or not they intend to return from leave for the following school year.

Employees on unpaid leaves may continue to participate in the health and welfare benefits program(s) if the premium(s) are paid by the employee.

Upon expiration of the leave, the returning employee's placement shall be in compliance with specified areas of competence as defined by credentials held by the employee.

*Legal Reference:*

EDUCATION CODE

44036 Leaves of absence for judicial and official appearances

44037 Unlawful to encourage exemption from jury duty

44842 Failure to provide notice or to report to work

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44962-44988 Leaves of absence (certificated)

45190-45210 Leaves of absence (classified)

GOVERNMENT CODE

3543.2 Scope of representation

Policy

Adopted: October 21, 1987

Reviewed: January 20, 1993

Revised: January 14, 2009

**HUMBOLDT COUNTY OFFICE OF EDUCATION**

901 Myrtle Avenue, Eureka, California