

**Human Resources**

**1 BP 7340 Leaves**

**2 References:**

3 Education Code Sections 87763 et seq. and 88190 et seq. and cites below;  
4 Labor Code Sections 245 et seq.

5 The Vice President, Human Resources/Assistant Superintendent shall establish  
6 procedures for employee leaves as authorized by law and by any collective bargaining  
7 agreements entered into by the District. Such leaves shall include, but are not limited to:

- 8 • illness or injury leaves for all classes of permanent employees (Education Code  
9 Sections 87781 and 88192);
- 10 • paid sick leave (Labor Code Section 246);
- 11 • vacation leave for members of the classified service, administrators, supervisors, and  
12 managers;
- 13 • leave for service as an elected official or steward of a community college District public  
14 employee organization, or of any statewide or national employee organization with  
15 which the local organization is affiliated or leave for a reasonable number of unelected  
16 classified employees for the purpose of enabling an employee to attend important  
17 organizational activities authorized by the public employee organization (Education  
18 Code Sections 87768.5 and 88210; Government Code Section 3558.8);
- 19 • leave of absence to serve as an elected member of the legislature (Education Code  
20 Section 87701);
- 21 • pregnancy leave (Education Code Sections 87766 and 88193; Government Code  
22 Section 12945);
- 23 • leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1,  
24 and 88207.5);
- 25 • family care and medical leave (Government Code Sections 12945.1 and 12945.2);
- 26 • use of illness leave for personal necessity (Education Code Sections 87784 and  
27 88207);
- 28 • industrial accident and illness leave (Education Code Sections 87787 and 88192);
- 29 • bereavement leave (Education Code Sections 87788 and 88194);
- 30 • jury service or appearance as a witness in court (Education Code Sections 87035 and  
31 87036);
- 32 • military service (Education Code Section 87700); and
- 33 • sabbatical leaves for full-time faculty.

34 Vacation leave for members of the classified service, educational administrators and  
35 classified managers shall not accumulate beyond twice the number of vacation hours of  
36 their earned rate for each fiscal year. Employees shall be permitted to take vacation in a  
37 timely manner to avoid accumulation of excess vacation.

38 Specific leave balance information can be found in collective bargaining agreements or  
39 on the Cerritos College website.

40 In addition to these policies and collective bargaining agreements, the Board retains the  
41 power to grant leaves with or without pay for other purposes or for other periods.

42 Office of Primary Responsibility: Vice President, Human Resources

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**Date Adopted:** December 7, 2022

*(Replaces former Cerritos CCD Policies 7008, 7009, 7009.1, 7009.2, 7009.3, 7009.4, 7009.5, 7009.6, 7010, 7011, 7012, 7014, 7014.1, 7014.1, 7014.2, 7014.3, 7014.5, 7016, 7016.1, 7016.2, 7016.3, 7016.4, 7016.5, 7016.6, 7038, 7038.1, 7038.2, 7110, 7110.1, 7111, 7220, 7220.1, 7220.2, 7220.3, 7220.4, 7220.5, 7220.5, 7220.6, 7220.7, 7220.8, 7220.9, 7220.10, 7220.11, 7220.12, 7220.13, 7200.14, 7216, 7216.1, 7216.2, 7216.3, 7216.4, 7216.5, 7216.6, 7216.7, 7217, 7219, 7315, 7315.1, 7315.2, 7315.3, 7315.4, 7315.5, 7316, 7318, 7318.1, 7318.2, 7318.3, 7318.4, 7318.5, 7318.6, 7318.7, 7318.8, and 7318.9)*