

**CHAPTER 2: Administration and General Institution**  
**BOARD POLICY NO. 2.23 (BP 7340, 7345)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 2.23 Leaves of Absence and Catastrophic Leave Program  
**Revision Date:** 12/11; 10/13  
**Policy References:** Education Code Sections 87045, 87763 et seq. and 88190 et seq.; cites below

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1. The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:
  - illness leaves for all classes of permanent employees;
  - vacation leave for members of the classified service, administrators, supervisors and managers;
  - leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated, or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
  - leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
  - pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
  - use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
  - industrial accident leave;
  - bereavement leave;
  - jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
  - military service (Education Code Section 87700);
  - professional development leaves for full-time faculty.
2. Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond two times the annual vacation accrual rate. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.
3. In addition to these policies and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other reasons.
4. The Board of Trustees authorizes the District's catastrophic leave program to permit employees of the District to donate eligible sick leave credits to an employee when that employee suffers from a catastrophic illness or injury. The Chancellor shall establish administrative procedures to administer the program in compliance with the requirements established by the Education Code and in accordance with the provisions identified in collective bargaining agreements. The administrative procedures shall assure that the program is administered in a non-discriminatory manner.