



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7433

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CATEGORY: Personnel, Leaves/Absences

EFFECTIVE: 1-29-62

SUBJECT: Long-Term Leaves of Absence for Nonmanagement Classified Employees

REVISED: 8-14-2000

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing long-term leaves of absence for nonmanagement classified employees, *except military and industrial accident leaves*. For information regarding long-term leaves for certificated employees, refer to the appropriate collective negotiations contract.

2. **Related Procedures:**

Industrial accident or illness leave	7131
Professional responsibilities of certificated employees	7046
Personal necessity leave	7136
Bereavement leave	7140
Leaves for court appearances	7142
Jury duty	7144
Military leaves	7146
Absences on district business	7155
Paternity and adoption leave	7138
Personal business leave	7134
Sick leave	7130
Summer inservice training leave	7148
Long term leaves of absence for management/confidential/ supervisory employees.....	7430

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-2100, I-2250; Education Code Sections 45190, 45193, 45195, 45198; Collective negotiations contracts.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative/Operational Support.
2. **Recommendation and Approval.** Long-term leaves of absence may be granted to *eligible* nonmanagement classified employees after recommendation of the superintendent and approval by the Board of Education.
3. **Authorized Leaves and Employee Eligibility.** The authorized types of long-term leaves covered by this procedure, special requirements and provisions, and employees eligible for each, are:

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(See Proc 7433 Chart)

4. **General Provisions**

- a. **Salary.** All long-term leaves of absence noted in the chart are taken without salary, except that employee may receive a salary for leaves in category C.3.d.
- b. **Retention of earned sick leave.** Employees on long-term leaves of absence shall retain accumulated sick leave but shall not accumulate any additional sick leave rights during the leave period.
- c. **Reinstatement upon return from leave**
 - (1) **Return from health, parental, or professional study leave.** Employees shall retain seniority for purposes of reemployment or retention in case of layoff. When returning from leave, an employee may return to the position formerly held (if vacant), return to a position of equal classification level and similar requirements of ability and skill, or request voluntary acceptance of a position in a lower grade. If no appropriate vacancy exists at the time an employee in the Office-Technical and Business Services bargaining unit wishes to return from leave, the leave will be extended until such time as an appropriate vacancy occurs.
 - (2) **Return from other leaves.** An employee shall be placed at the top of the eligibility list for the last job class in which he/she had permanent status for one year. When vacancies occur in that job class, the employee shall be considered together with five eligibles ranking highest on the eligibility list. If not selected for a regular position during this one year, the employee shall be terminated. He/she then may apply for reinstatement to a regular open eligibility list for his/her class.

D. **IMPLEMENTATION**

1. **Request for Long-Term Leave of Absence**

- a. **Employee** completes “Leave of Absence Request—Long-Term” and attaches necessary documentation specified in C.3.; submits form to principal or department head.
- b. **Principal/department head** forwards completed form to the Human Resource Services Division.

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- c. **Human Resource Services Division** reviews request and documentation to determine whether leave of absence will be allowed; may refer request to division head. Processes approved requests through the superintendent and Board of Education.
2. **Return from Long-Term Leave of Absence.** Employee returning from leave receives form "Return Information"; completes and returns form to the Human Resource Services Division, indicating employment intentions for the following school year.

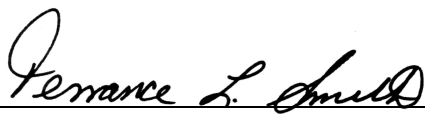
E. FORMS AND AUXILIARY REFERENCES

1. Leave of Absence Request—Long-Term, available in site office or from the Human Resource Services Division
2. Return Information, form issued by the Human Resource Services Division

F. REPORTS AND RECORDS

1. Leave request forms and related correspondence, filed in individual personnel folders and retained in accordance with applicable retention and disposition policies.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education