



**MONTEREY PENINSULA**  
College

**GOVERNING BOARD POLICIES**

**Chapter 7 Human Resources**

**7340**

**BP 7340 Leaves**

The Superintendent/President 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 or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official or steward 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; Government Code Section 3558.8);
- 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);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty, academic employees, administrators, and managers.



**MONTEREY PENINSULA**  
College

**GOVERNING BOARD POLICIES**

Vacation leave for confidential employees, educational administrators, and classified supervisors and managers shall not accumulate beyond 44 days (352 hours) of paid leave. Employees shall be permitted *as well as encouraged* to take vacation in a timely manner to avoid accumulation of excess vacation.

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

See also Administrative Procedure 7340 – Leaves; Board Policy/Administrative Procedure 7345 – Catastrophic Leave Program; and collective bargaining agreements for applicable employee groups.

**References:** *Education Code Sections 87763 et seq. and 88190 et seq. and citations listed above;*  
*Labor Code Sections 245 et seq.*

**Formerly Governing Board Policies 5570 – Management, Supervisory and Confidential Personnel Leaves and 5575 – Management, Supervisory and Confidential Personnel Vacation**

**Adopted:** March 10, 1982

**Revised and Adopted:** May 10, 1989; November 23, 1993 (for 5575); March 28, 2000 (for 5575); December 20, 2005 (for 5570)

**Renumbered, Revised, and Adopted:** March 13, 2018

**Revised and Adopted:** June 24, 2020, August 24, 2022