



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7430

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CATEGORY: **Personnel, Leaves of Absence**

EFFECTIVE: **8-4-2000**

SUBJECT: **Long-Term Leaves of Absence for Management/Confidential/Supervisory Employees**

REVISED:

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing long-term leaves of absence for management/confidential/supervisory employees, *except military and industrial accident leaves*. For information regarding long-term leaves for certificated and classified 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 nonmanagement classified employees	7433

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-2100, I-2250; Education Code Sections 44965, 44973, 45190, 45193, 45195, 45198.

C. GENERAL

- Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative/Operational Support.
- Recommendation and Approval.** Long-term leaves of absence may be granted to *eligible* management, confidential and supervisory employees after *approval of the superintendent and ratification by the Board of Education*.
- 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 7430 Chart)

4. **General Provisions**

- a. **Salary.** All long-term leaves of absence noted in the chart are taken without salary except that the employee may receive a salary for leaves in category C.3.d. hereafter referred to as an employee “on loan.”
- b. **Retention of earned sick leave.** Employees on long-term leaves of absence shall retain accumulated sick leave but shall not accumulate additional sick leave rights during the leave period.
- c. **Reinstatement upon return from leave**
 - (1) **Return from health, or parental leave.** Management, confidential and supervisory employees shall have all return rights prescribed by state and federal laws relating to health or parental leaves. In cases where return rights are not specified by law, and are instead to be as established by school district rules and regulations, management, confidential and supervisory employees shall be restored to the position from which leave was taken if a position is vacant when the employee returns. Otherwise, the employee shall be returned to a position as similar as practicable to the position from which the leave was taken. The above-described return rights are subject to the right of the district to reassign an employee as provided by law. Employees who are reassigned, or who are to be reassigned, may apply for other vacant management, confidential or supervisory positions for which they are qualified.
 - (2) **Return from other leaves**
 - (a) **Certificated management employees.** Certificated management employees shall have the right to return to a classroom teaching position. Certificated management employees shall also have the right to apply for vacant management positions for which they are qualified.
 - (b) **Classified management, confidential, and supervisory employees.** Classified management employees, as well as confidential and supervisory employees, shall have the right to return to a position in the classification in which the employee served when the leave was taken if a vacancy in that classification exists, or to a position in a similar classification which is at a salary grade equal to or less than that of the position from which leave was taken if a vacancy exists

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and if the employee is qualified. Employees shall have the right to apply for other positions for which they are qualified. If within one year from the expiration of the leave an employee is not assigned to a position under this paragraph, or is not selected to a position for which he/she applied, his/her employment with the district shall terminate at the end of that one year period.

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 with his/her recommendation for approval/denial.
 - c. **Human Resource Services Division** reviews request and documentation to determine whether leave of absence will be allowed, processes approved requests through the superintendent and Board of Education.
2. **Return from Long-Term Leave of Absence.** In February, 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