

**BOARD POLICY**

**BP 4161**

**CERTIFICATED AND CLASSIFIED PERSONNEL**

**LEAVES**

The Board of Trustees shall provide for paid and unpaid employee leaves of absence in accordance with law, Board policy, administrative regulation, and collective bargaining agreements.

The Board of Trustees recognizes the following justifiable reasons for absence as provided by law:

1. Personal illness or injury
2. Industrial accident or illness
3. Childbirth and recovery, care of newborn, placement of a child with the employee for foster care or adoption of a child
4. Military service
5. Family illness or accident; bereavement; fire, flood or other immediate danger to the employee's home or property; and other personal emergencies
6. Vacations for classified staff and certificated management staff, as applicable
7. Jury duty or required court appearances
8. Religious observances
9. Participation in child's school or day care activities
10. For certificated staff, sabbaticals for purposes of study or travel; for classified staff, sabbaticals for purposes of study or retraining
11. Attendance at work-related meetings and staff development opportunities
12. Compulsory leave

**Long-Term Leaves**

With Board of Trustees approval, employees may receive a long-term leave of absence without pay and without increment, seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California

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**LEAVES**

Long-Term Leaves (continued)

All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated in a position at the same level as that held at the time leave was granted, unless otherwise agreed upon.

The Board of Trustees shall consider any written request by an employee to return to work prior to the expiration date of the leave.

*Legal Reference:*

EDUCATION CODE

- 44036 Leaves of absence for judicial and official appearances
- 44037 Unlawful to encourage exemption from jury duty
- 44842 Failure to provide notice or to report to work
- 44940 Sex offenses and narcotic offenses; compulsory leave of absence
- 44962-44988 Leaves of absence (certificated)
- 45190-45210 Leaves of absence (classified)

GOVERNMENT CODE

- 3543.2 Scope of representation