



**ARTICLE 3400 ACADEMIC ADMINISTRATORS, CLASSIFIED ADMINISTRATORS AND MANAGERS AND  
CONFIDENTIAL EMPLOYEES**

**AR 3425 Leaves and Vacations**

1. Paid Leaves of Absence-Academic Administrators\*
  - A. Illness Leave - Full-time academic administrators are entitled to twelve (12) days illness leave based on a twelve month assignment and a prorata share thereof for partial contracts. Unused illness leave may be accumulated and carried forward into subsequent years. The District reserves the right to require verification of any absence related to illness/injury or for any other paid leave of absence.
  - B. Personal Necessity Leave - Six days of illness leave may be used for the following extension of the bereavement leave, an accident or compelling emergency involving a academic employee's person or property or the person or property of a member of the immediate family, precipitous illness of a member of the immediate family, appearance in any court or before any administrative tribunal as a litigant or party, or religious holidays. Other types of personal necessity which involve factors beyond the control of the employee and which require immediate absence must be authorized by the Vice President, Human Resources or designee.
  - C. Bereavement Leave - Bereavement leave of three duty days is authorized upon the death of a member of the employee's immediate family: mother, father, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepmother, stepfather, or any relative living in the immediate household of the employee. Five duty days of bereavement are allowed when out-of-state travel is required.
  - D. Jury Duty and Mandatory Court Appearance - is a third category of authorized paid leave for which academic employees receive pay. Academic administrators absent due to mandatory court appearances, except as a litigant, shall be paid their regular salaries during their absence, and all jury or witness fees shall be signed over to the District. If the jury or witness fees are greater than their regular daily wage, the employee may retain the fees if they request personal leave without pay for the period of absence from duty.
  - E. Paid Leaves of Absence - Classified Administrators/Managers and Confidential Employees: Paid leaves of absences are set forth in Rule XI of the Rules and Regulations of the Classified Service (Personnel Commission Rules).

\* Academic Administrators employed by contract should refer to their employment contract

*Reviewed and/or Updated 9/2003*