

GROSSMONT-CUYAMCA COMMUNITY COLLEGE LEAVES OF ABSENCE

LEAVE TYPES

There are several types of leaves of absence one might take including, but not limited to:

- Sick Leave
- Personal Necessity (PN)
- Bereavement Leave
- Vacation
- Judicial leave
- Personal leave without Pay
- Military leave
- Parental Leave

You can find further explanation of these leaves in your employee handbook or contract. A brief explanation of each leave is listed for your quick reference:

Sick Leave – Sick leave is to be taken for illness or injury. **Anyone out longer than five days must contact Human Resources for documentation necessary to return from leave.**

Personal Necessity (PN) Leave is available for those instances that are unavoidable, like a flat tire for example (see CSEA Contract 10.2.2./AFT Contract 13.3). An employee of GCCCD is allowed to use up to 7 days of PN leave per fiscal year (check employee handbook or contract). PN comes out of your bank of Sick Leave and is not additional time. **Leave of absence form required.** *Must be approved prior to departure in most instances.*

Bereavement Leave is granted for the death of a family member. You may take up to 3 days of leave for bereavement, up to 5 days if you need to travel over 400 miles one way. **Leave of absence form required.** *Must be approved prior to departure in most instances.*

Vacation Leave is approved by your supervisor. This leave must be approved in advance. **Forms used may vary.**

Judicial Leave is taken for jury duty services. A copy of your summons and jury time sheet is due to Payroll for verification of your judicial leave. **Leave of absence form required.**

Personal Leave Without Pay must be approved by the Governing Board for all employees for extended Leaves of Absence.

Military Leave is processed according to the current Federal law. This leave is administered based on military orders. **Leave of absence form required.**

Parental Leave is an Ed Code provision that allows Classified and Certificated employees who are not eligible for FMLA/CFRA leave to take up to 12 weeks within one year of the child's birth, adoption, or start of foster care for the purpose of bonding.

Please contact Human Resources with questions about leave forms, leave eligibility, or guidelines for leave approval at 619-644-7634.