	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR P-400
		LEAVE OF ABSENCE
ISSUE DATE: July 10, 2012	SERVICE:	<input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED
REPLACES: HR Guide Dated June 19, 2007	CHANGES:	<ul style="list-style-type: none"> • Update to Section K.2 to differentiate between academic and non-academic employees. • Change to Tables P-400E, P-400F and P-400G to remove references to guides not yet in existence.

I. POLICY

It is the policy of the District to grant leaves of absence in an equitable manner to eligible employees within federal and state law, District rules and regulations, and collective bargaining provisions and in a manner that supports the educational programs of the District.

II. DEFINITIONS

- An **Absence without Leave** occurs whenever an employee is not available to perform their assigned duties and does not comply with the applicable requirements to have an approved leave.
- A **Leave of Absence** is an authorized absence from duty, with or without pay, for a specific period of time from a job and for an approved purpose, usually with the right to return to the same job classification at the conclusion of the leave.
- **Consecutive Leaves:** In Academic Service, a leave is considered consecutive if not separated from a prior leave by regular service for at least 130 days. Any combination of consecutive leaves is limited to six semesters unless a collective bargaining agreement specifies otherwise.

III. REQUIREMENTS

- A. An absence occurs when an employee is not available to perform assigned duties during his/her scheduled work hours.
- B. A leave of absence protects the employee by holding a place for the employee until he/she returns to duty or acquires certain status in another position in the District. The right to return to the same job classification at the end of a leave is not absolute. For example, the employee must be able to perform the duties of the job classification at the time of return from leave.
- C. Each leave of absence type and category has specific requirements which must be met before the absence can be granted and/or processed. Consequently, leave of absence submittals, approvals, and processing timelines may differ according to leave type and category.

D. Leaves of absence that place an employee in unpaid status can, depending upon the length of the leave of absence, result in the cancellation of medical, dental, vision, and life insurance benefits. Employees anticipating to be on unpaid status for more than 15 calendar days should consult their collective bargaining agreement prior to submitting a leave of absence request. Employees eligible for benefits are also responsible for arranging for continuation of all or part of their benefit plans by contacting Health Insurance Benefits, District Office. Fringe benefit packages are automatically reinstated on the date of official return to service.

E. Leave Type

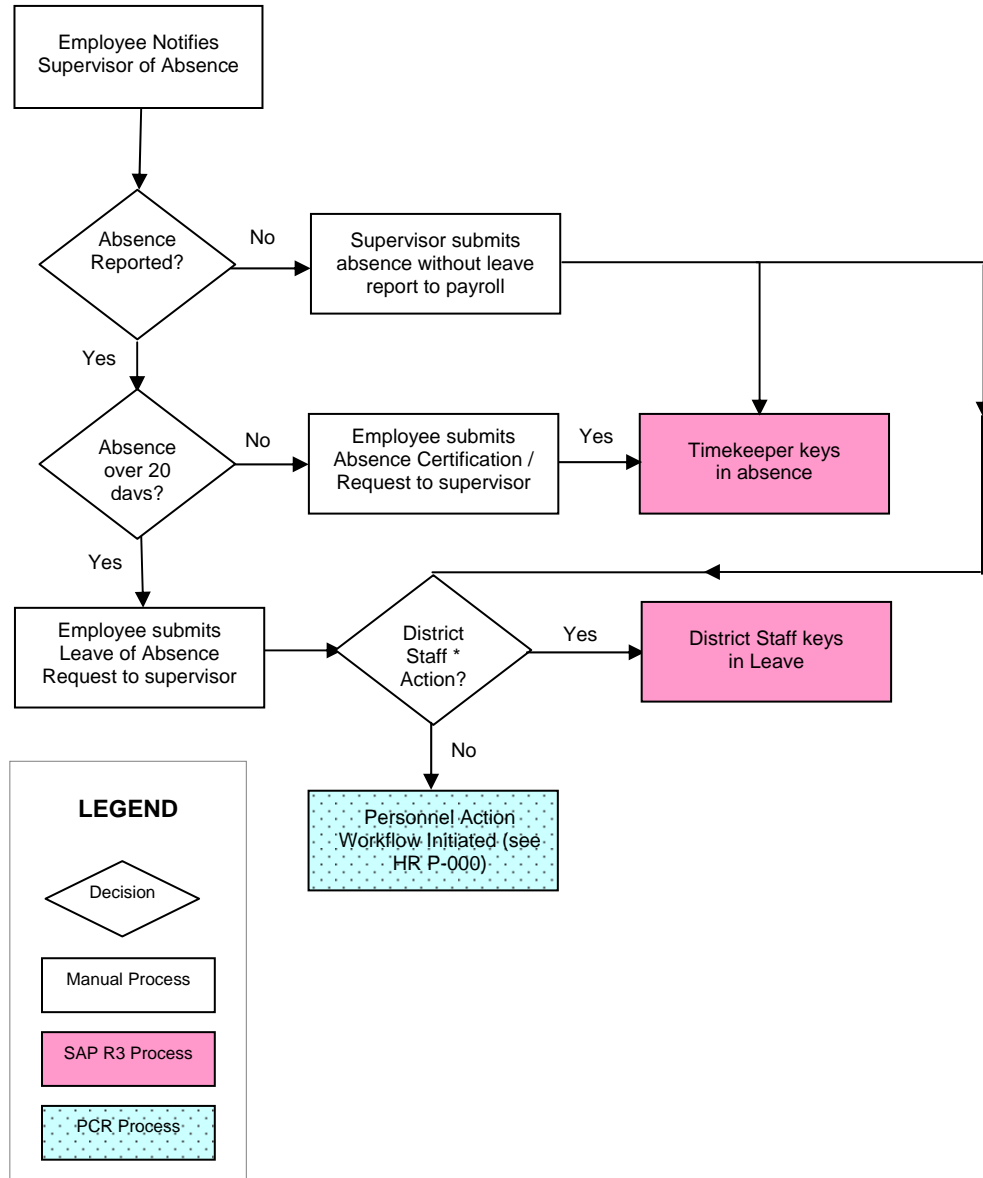
1. Leaves of absence are considered informal or formal based on the number of consecutive working days of the absence and category of absence.
 - a. Absences of five (5) working days or less are considered informal and processed using time reporting procedures.
 - b. Absences of more than five (5) working days but less than 21 days are also considered informal and processed according to time reporting procedures. If, however, the absence is due to illness or injury, a physician's signature on the Absence Request / Certification form certifying the employee was or is unable to perform his/her duties during the absence period is required.
 - c. Absences of 21 days or more, vacation excepted, require a formal leave of absence to be processed.
 - d. Leave of absence submittal, approvals, requirements, and processing procedures are compared in Table 400A, Leave of Absence Processing Summary, below.

NUMBER OF CONSECUTIVE WORKING DAYS ABSENT	TYPE	FORM REQUIRED	PROCESSING PROCEDURE
Five (5) or Less	Informal	Absence Certification / Request	Time Reporting
More than five (5) but less than 20	Informal	Absence Certification / Request ¹	Time Reporting
21 Days or More	Formal	Absence Certification / Request ¹ Leave of Absence Request ¹	Leave of Absence

¹ Some leaves of absence also require an additional documentation. In the case of injury or illness, a physician's signature is also required. See the appropriate HR Guide describing each leave for details.

- e. Figure P-400, Leave of Absence Workflow, illustrates the overall process.

FIGURE P-400 LEAVE OF ABSENCE REQUEST WORKFLOW



* District Staff Action includes all actions coded "DO" in the column titled "PCR" in Tables P-400E, Paid Leave of Absence, and P-400F, Unpaid Leaves of Absence by Employee Unit, below.

F. Leave Categories

1. **Mandatory Leaves** are specific leaves requested by employees that are granted by the district if requirements have been met and reasons are suitably documented.
2. **Optional Leaves** are other than mandatory leaves requested by employees which may or may not be granted by the district, depending upon status and service of the employee, reasons given for the leave, documentation of these reasons, and effect of the leave upon the work of the particular college or division. If an optional leave is denied, reasons must be specified in writing.
3. **District Leaves** are leaves that are initiated by administration without formal request by the employee. District leaves generally relate to administrative or disciplinary action.

G. Eligibility

1. Employee units each have specific leave of absence types available depending upon collective bargaining agreements and/or board rules.
2. An employee must have a salaried assignment to take a leave of absence. Salaried assignments for leaves of absence are based on the Employee Sub-Group (ESG) for a particular assignment. See [HR Guide H-300, Employee Sub-Group](#), for details.
3. Hourly assignments without a work schedule are not eligible for a leave of absence.
4. Table P-400B, Salaried Employee Sub-Groups (ESG) Eligible for Leaves of Absence, below, identifies ESGs eligible for a leave of absence.

TABLE P-400B SALARIED EMPLOYEE SUB GROUPS (ESG) ELIGIBLE FOR LEAVES OF ABSENCE			
REGULAR		TEMPORARY	
ESG	TITLE	ESG	TITLE
SM	Salaried monthly regular with medical benefits.	SN	Salaried monthly temporary in leave to higher position w/med
		SL	Salaried monthly academic temporary Contract w/med—not leave to higher
		SR	Salaried monthly academic temporary contract retiree w/med—not leave to higher
S2	Salaried semi-monthly regular with medical benefits.	S8	Salaried semi-monthly temporary in leave to higher classified position w/med
		SC	Salaried semi-monthly temporary in leave to higher academic contract position w/med
S3	Salaried semi-monthly regular Instructional Aide with medical benefits.	S4	Salaried semi-monthly temporary in leave to higher instructional aide position w/med
		PM	Salaried monthly academic temporary adjunct w/med
		PN	Salaried monthly academic temporary adjunct (winter/summer) no med
		PR	Salaried monthly academic temporary adjunct retiree w/med

H. Length of Leave

1. The minimum and maximum length of a leave, including extension(s), depends on the type of leave.
2. No leave may be written beyond the termination date of the assignment.
3. The maximum length of time an employee may take consecutive leaves of absence is 39 months, governmental service and military leaves excepted.
4. **Academic Employees:** Unless a collective bargaining agreement specifies otherwise, academic employee leaves are processed in connection with the academic calendar as follows:
 - a. A paid leave for a non-tenure-earning academic employee may not be extended beyond the end of a semester.
 - b. Whenever possible, classroom faculty formal leaves of absence are timed to begin on September 1 or February 1 and end on January 31 or June 30.
 - c. In determining eligibility for extension of leaves, a major portion of a semester counts as a semester and part-time leaves are considered the same as full-time leaves. After 6 consecutive semesters of any combination of academic leaves, no further leaves may be granted except upon the approval of the Chancellor.
 - d. Since Summer Session and Adjunct Faculty must be available to perform the temporary services of their assignment, a paid leave for the term of a temporary assignment is not appropriate.
 - e. Part-time leaves are considered the same as full-time leaves in terms of length restrictions.
 - f. After six (6) consecutive semesters of any combination of academic leaves, no further leaves may be granted except upon the approval of the chancellor. Leaves are consecutive if not separated by regular service for at least 130 days.

I. Compensation:

1. Employees on leave may receive full-pay, part-pay, or no pay (unpaid) depending upon the type of leave and/or number of days available for a particular leave.
2. **Return from Leave Action Required:** The District's computer system automatically converts all paid leaves of absence to unpaid absence without leave (AWOL) status to be effective the day after the employee is to return from a paid leave of absence.
 - a. In order for a salary warrant to be issued either a "return from leave" or a "change end date" action must be processed on or before the paid leave of absence end date shown in the District's computer system.

- b. If the return date differs or if a different leave is being processed, additional actions, including the submission of additional forms by the employee may be required.
3. See the appropriate HR Guide describing each leave for details.

J. Request Procedure

1. **Informal Leaves of Absence:** Leaves for fewer than 21 working days are requested and granted at each location. An Absence Certification/Request, and when applicable, required supporting documentation are to be maintained at each location. Since these records are subject to audit, each location is responsible for maintaining copies, either in electronic or paper form, for three (3) years. Absence time is to be reported in the District's time reporting system as specified by Payroll Services.
2. **Formal Leaves of Absence:** For all formal leaves of absence (21 days or more), the college or division approves the release of the employee and Human Resources Division approves the eligibility of the employee. **Note: *Optional leave requests received after the deadline published by Human Resources for academic service will normally not be granted.***

K. Return to Service

1. **Assignment:** An employee returning from leave is usually reassigned to the college or division from which the leave was taken. There is, however, no assurance, except for Sabbatical returnees, that the assignment will be to the same location from which the leave was taken, and even a Sabbatical returnee might be transferred if such a transfer would have been made if the employee had been on duty. Employees who wish to return to a different location must file transfer requests in the usual manner.
2. **Early Return to Service:** In the case of academic employees, requests to cancel an approved leave or to return to service prior to the expiration date of the leave will be considered on the basis of convenience to the District. There is no obligation to permit such cancellation or early return even if the request to cancel the leave is made before the effective date. In the case of non-academic employees, a request by an employee for cancellation of or early return from a leave once commenced or for cancellation of a request for a leave shall be granted unless an employee other than a substitute has been assigned. Exceptions may be made at the sole discretion of the District.

Requests for early return to service from a formal leave of absence must be made on form HR-P-400C, Leave of Absence: Early Return Request, and are to be submitted to the location where they employee is assigned.

3. **Failure to Return:** Failure to report for duty at the expiration of leave is adequate cause for dismissal.

L. Extensions of a Leave of Absence

1. Some but not all leaves of absence may be extended as allowed by law, District policy, and collective bargaining agreements. Table P-400C, Extension of Leaves of Absence, summarizes basic leave of absence extension requirements.

2. Requests for extension must be made at least two (2) calendar months prior to the expiration of any leave of one semester or more. No leave can be written or extended beyond the expiration date of the assignment.

M. Failure to File a Formal Leave of Absence

If after 20 consecutive days (four weeks) of absence an employee fails to file for a formal leave of absence, the employee’s pay status changes to “absence without leave” (unpaid) on the 21st day of absence. To assist the employee with avoiding this situation, locations are to develop procedures that:

1. Remind employees of the formal leave requirement on or about the 10th day of the absence. In support of this process, leave of absence forms are available on the District’s website.
2. Notify time reporting personnel on the 21st day of absence that the employee is absent without leave and on unpaid status. See HR, HR Guides W-200, Absences, and W-P-320, Absence without Leave, for details.

TABLE P-400C EXTENSION OF LEAVES OF ABSENCE ¹			
EXTENSION PERIOD	REQUIREMENT	SERVICE	
		ACADEMIC	CLASSIFIED
End of Semester	When ending date of a maximum leave falls during the last three (3) months of any semester, the employee may request the extension of the leave to the end of the semester.	X	
Extension to Maximum	Employees may request the extension of any type of leave to the maximum allowed for that type of leave. Requests for such extensions must be accompanied by the same verification as is required for the original leave.	X	X
Extension as a Different Type of Leave	Employees may request an extension of any type of leave, as a different type of leave if they meet the requirements of the new type of leave and if the time allowed for the original leave and extensions does not exceed the combined maximum allowance for each of the leaves. The prior service requirement for the new type of leave may be met by the service immediately preceding the original leave.	X	X
Extension Beyond Maximum	Employees may request the extension of a leave beyond the maximum allowed for that particular type of leave but such request will be granted only upon the approval of the Chancellor or designee. After six (6) consecutive semesters of leave, no more leaves will be granted except at the specific approval of the Chancellor or designee. The six semester maximum may be extended if service has been rendered as a substitute for two consecutive semesters of 130 days.	X	
Extension for Mandatory Leaves	Military leave may be extended without limit.	X	X
	Any leave may be extended as maternity, illness, or industrial accident until the end of the academic year.	X	

¹ See the appropriate HR Guide describing each leave for details.

N. Effect(s) of a Leave of Absence on Service Credits and Privileges

Time spent on a leave may have an effect on step advance, retirement service credit, and other leave privileges as shown in Table 400D, Effects of a Leave of Absence on Service Credits and Privileges Summary, below. See the applicable leave HR Guide for additional details.

O. Formal Leave of Absence Processing

1. Leaves of Absences are processed in the District's computer system according to whether the leave of absence is classified as informal or formal and involves at least one of the following processes:
 - a. Time reporting
 - b. Personnel action initiated by college personnel office through the Personnel Change Request (PCR)
 - c. Personnel action initiated by the District Office directly into the SAP System.
 2. **Forms:** All leaves of absence forms may be obtained from the District's website. For all formal leaves the college or division approves (optional) or acknowledges (mandatory) the release of the employee and forwards the documents to Human Resources, District Office to determine eligibility of the employee.
 3. **Timeline:** Requests for leaves of absence should be made at least two calendar months prior to the beginning date of the leave whenever possible.
 4. **Notification of Approval:** Upon completion of determination of eligibility, Human Resources notifies the employee and college administration of the leave of absence processing status.
 5. **Processing Codes:** When the PCR system cannot be used, one of two conditions exist:
 - a. The leave is considered informal. Absences are to be reported through the District's time reporting system using the appropriate absence codes.
 - b. The leave of absence is designed as a personnel action initiated in the SAP system by District staff and location staff handling time reporting. See HR P-000, General Policy on Personnel Actions, for details.
 6. Table P-400E, Paid Leave of Absence, and Table P-400F, Unpaid Leave of Absence, below, identifies leave categories (formal or informal), type of leave available for each employee unit, the maximum days allowed, processing codes used in the time reporting and Personnel Change Request (PCR) systems, and specific HR Guide providing information on the specific leave of absence.
- P. Absence Time Reporting:** Employees on any leave of absence (formal or informal) are required to submit the designated absence documentation associated with the type of leave of absence within specified time reporting procedures and timelines.
1. Location time reporting personnel report absences of less than 20 days directly into the SAP time reporting system.
 2. Absences greater than 20 days are automatically processed by the SAP time reporting system based on the leave of absence code placed into the SAP system when the employee's leave of absence is processed.

Q. **Leave Categories:** Leaves are categorized as paid, unpaid, or partial.

1. **Paid Leaves** are compensated, in full or in part, and usually does not affect benefits or service credit.
2. **Unpaid Leaves** are not compensated and may affect benefits and service credit.
3. **Partial Leaves** are compensated to the extent that pay continues in proportion to the work assignment.

Table P-400E, Paid Types of Leave; Table P-400F, Unpaid Types of Leaves of Absence by Employee Unit; and Table P-400G, Partial Leaves of Absence by Employee Unit, below, lists the specific types of leaves available. See the applicable leave HR Guide for additional details.

**TABLE 400D
EFFECTS OF A LEAVE OF ABSENCE
ON
SERVICE CREDITS AND PRIVILEGES SUMMARY¹**

SERVICE CREDIT / PRIVILEGE	ACADEMIC SERVICE	CLASSIFIED SERVICE
Seniority	Time spent on any authorized leave of absence is not considered a break in continuous service.	<p>Time spent on any paid authorized leave of absence is not considered a break in continuous service and is counted toward seniority for the purpose of establishing a retention list in the event of layoff. (PC Rule 803)</p> <p>Seniority credit accrues during informal leaves of absence and under the following types of formal leaves of absence:</p> <ul style="list-style-type: none"> • Military granted under PC Rule 820 • Peace Corp, Red Cross, or Merchant Marine granted under PC Rule 805 • Leave of absence prior to layoff granted under PC Rule 741. • Industrial Accident or Industrial Illness granted under PC Rule 804) • Retraining and Study Leave granted under PC Rule 806 • Illness Leave granted under PC 808
Step Advance	<p>Time spent on the following leaves count as service toward step advance:</p> <ul style="list-style-type: none"> • All paid leaves • Exchange • Military • Organizational • Peace Corp • Work Experience <p>Time spent on other types of leaves does not count toward step advance.</p>	<p>Time spent on a leave of absence from the employee's regular class to serve in an apprentice class does not receive credit toward step advancement in the former class during such period of leave. See PC Rule 578 for details.</p> <p>Time spent on the following leaves count as service toward step advance:</p> <ul style="list-style-type: none"> • Industrial Accident • Military (other than Temporary) • Peace Corp
Retirement	<p>Time on the following leaves counts as service toward retirement in the same proportion as the salary received:</p> <ul style="list-style-type: none"> • Illness (if paid) • Industrial Accident • Military • Sabbatical • Exchange (if paid by the LACCD) • Work Experience 	<p>Time on the following leaves counts as service toward retirement in the same proportion as the salary received:</p> <ul style="list-style-type: none"> • Illness (if paid) • Industrial Accident • Military • Retraining and Study
Leave Privileges	<p>Most leaves require at least two (2) consecutive semesters or the hourly equivalent of 130 days of full-time active service or Sabbatical, Exchange, or Grant leave immediately preceding the leave. Time on other leaves does not count as service for this requirement.</p>	<p>Refer to appropriate collective bargaining agreement for details.</p>
Sabbatical (Academic Service) Study or Retraining (Classified Service)	<p>Time on a leave of absence counts toward the service continuity. Some leaves may reduce the days served in a year below the minimum required. See the appropriate HR Guide for details.</p>	<p>Time spent on a Study or Retraining leave counts toward service continuity except that such leave is not included as service in computing time for granting subsequent study leaves. (PC Rule 806)</p>
Points	<p>Points may be earned without limitation (except for Educational Travel) and may be used for column advance only under the same limitations that apply to employees in service.</p>	
<p>¹ See the applicable leave HR Guide for additional details.</p>		

TABLE P-400E

PAID TYPES OF LEAVES OF ABSENCE QUICK REFERENCE SUMMARY

For details on how "Max Time" is administered in connection with other leave of absences and quotas, see the corresponding HR Guide.

LEAVE TITLE	CATEGORY	FORMAL	EMPLOYEE UNIT ¹											CODE		MAX TIME ²	
			AM	AS	CM	CN	CR	CS	CT	CU	FA	FR	OP	ABSENCE	PCR		
Administrative	Mandatory	No	X	X	X	X	X	X	X	X	X	X	X	X	1010	DO ³	See Note ⁴
Annual Eye Exam	Mandatory	No								X					1030		1 Day ⁴
Annual Physical	Mandatory	No								X					1050		1 Day ⁴
Assault and Battery	Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X	X	1070	DO ³	1 Year
Bereavement	Mandatory	No	X	X	X	X	X	X	X	X	X	X	X	X	1100		See Note ⁴
Casual Absence	Optional	No			X	X	X	X	X	X				X	1130		4 Hours
Compensatory Time Paid	Optional	No				X	X	X	X	X				X	1150		6 Weeks
Court Subpoena (Witness)	Mandatory	No	X	X	X	X	X	X	X	X	X	X	X	X	1170		10 Days
http://www.laccd.edu/faculty_staff/extranet2/documents/HRGuide_P-407_GovernmentalOrderLeave.pdf																	
Exchange	Optional	Yes										X	X		1230	Z4-04	1 Year
Family Medical and Illness	Mandatory	Yes / No	X	X	X	X	X	X	X	X	X	X	X	X	1260	Z4-37	12 Weeks ⁴
Governmental Order	Mandatory	No	X	X						X		X	X		1290	DO ³	See Note ⁴
http://www.laccd.edu/faculty_staff/extranet2/documents/HRGuide_P-407_GovernmentalOrderLeave.pdf																	
Illness	Mandatory	Yes / No	X	X	X	X	X	X	X	X	X	X	X	X	1350	Z4-09	18 Months ⁴
Industrial Accident	Mandatory	Yes / No	X	X	X	X	X	X	X	X	X	X	X	X	1390		60 Days ⁴
Jury Duty	Mandatory	No	X	X	X	X	X	X	X	X	X	X	X	X	1420		10 Days
Load Credit (Banking)	Mandatory	Yes											X		1480	Z4-27	1 Term
Military	Mandatory	Yes / No	X	X	X	X	X	X	X	X	X	X	X	X	1510	Z4-15	See Note ⁴
Organizational	Optional / Mandatory	Yes	X	X	X	X	X	X	X				X	X	1570	Z4-18	1 Year
Parental	Mandatory	Yes								X					1600	Z4-29	20 Days ⁴
Personal Annual Leave	Mandatory	No								X		X	X		1640		1 Day ⁴
Personal Business	Mandatory	No								X				X	1660		2 Days ⁴
Personal Necessity	Optional	No	X	X	X	X	X	X	X	X	X	X	X	X	1680		6 Days ⁴
Retraining and Study – Half Pay	Optional / Mandatory	Yes								X				X	1730	Z4-28	1 Year
Sabbatical – Half Pay	Mandatory	Yes		X									X		1760	Z4-25	1 Year
Sabbatical – Load Banked	Mandatory	Yes											X		1780	Z4-27	1 Year
Tardy Paid	Optional	No								X				X	1810		2 Hours
Union Activities	Mandatory	No								X				X	1840	DO ³	1 Year
Vacation	Optional / Mandatory	No	X	X	X	X	X	X	X	X				X	1870		400 Hours
Vacation in Lieu of Illness	Mandatory	No	X	X	X	X	X	X	X	X				X	1875		400 Hours
Work Experience – Half Pay	Optional	Yes	X												1900	Z4-31	1 Year
Work Related	Optional / Mandatory	No	X	X	X	X	X	X	X	X	X	X	X	X	1920	DO ³	4 Weeks

¹ AM = Academic Managers; AS = Academic, Supervisors; CM = Classified, Managers; CN = Classified, Confidential; CR = Classified, Crafts; CS = Classified, Supervisors; CT = Classified, Clerical Technical (includes PSA CP); CU = Classified, Unclaimed; FA = Faculty Adjunct; FR = Faculty, Regular; OP = Classified, Operations.
² Amount of time noted is the maximum allowable for this category of leave. Days are expressed in working days.
³ District Office staff initiates the leave action in SAP and the location staff handles time reporting.
⁴ See the specific Human Resource Leave Guide for time limitation, methodology, conditions, and quotas.

TABLE P-400F UNPAID TYPES OF LEAVES OF ABSENCE BY EMPLOYEE UNIT QUICK REFERENCE SUMMARY <i>For details on how "Max Time" is administered in connection with other leave of absences and quotas, see the corresponding HR Guide.</i>																	
LEAVE TITLE	CATEGORY	FORMAL	EMPLOYEE UNIT ¹											CODE		MAX TIME ²	
			AM	AS	CM	CN	CR	CS	CT	CU	FA	FR	OP	ABSENCE	PCR		
Absent without Leave		No	X	X	X	X	X	X	X	X	X	X	X	X	2010	DO ³	See Note ⁴
Basis Days	Optional	No								X			X	X	2040		21 Days
Child Care	Optional	Yes								X	X			X	2070	Z5-02	1 Year
Exchange	Optional	Yes									X	X			2130	Z5-03	1 Year
Family Illness	Mandatory	Yes				X	X	X	X	X			X		2160	Z5-04	2 Years
Family Medical and Illness	Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X		2180	Z5-06	12 Weeks ⁴
Governmental Service	Optional / Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X		2210	Z5-07	4 Years
Grant	Optional	Yes									X	X			2230	Z5-08	39 Months
Illness	Mandatory	Yes/No	X	X	X	X	X	X	X	X	X	X	X		2290	Z5-09	See Note ⁴
Industrial Accident	Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X		2310	DO ³	See Note ⁴
Maternity	Mandatory	Yes	X	X	X	X	X	X	X	X			X		2430	Z5-12	9 Months
Military	Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X		2450	Z5-14	See Note ⁴
Opportunity	Optional	Yes									X	X			2510	Z5-17	3 Years
Parental	Optional	Yes							X	X	X	X			2540	Z5-19	3 Years
Part Time Service	Mandatory	Yes							X	X		X			2560		39 Months
Peace Corps	Optional / Mandatory	Yes							X	X		X			2580	Z5-21	4 Years
Personal	Optional	Yes	X	X	X	X	X		X	X		X			2600	Z5-22	1 Year
Rest	Mandatory	Yes						X	X		X	X			2660	Z5-25	1 Year
Service Assignment Change	Optional	No	X	X	X	X	X	X	X	X	X	X	X		2730		39 Months
Study	Optional	Yes									X	X			2750	Z5-28	1 Year
Suspension	Mandatory	No	X	X	X	X	X	X	X	X	X	X	X		2770	DO ³	30 Days
Tardy Unpaid		No	X	X	X	X	X	X	X	X			X		2800		2 Hours
Travel	Optional	Yes									X	X			2820	Z5-30	1 Year

¹ AM = Academic Managers; AS = Academic, Supervisors; CM = Classified, Managers; CN = Classified, Confidential; CR = Classified, Crafts; CS = Classified, Supervisors; CT = Classified, Clerical Technical (includes PSA CP); CU = Classified, Unclaimed; FA = Faculty Adjunct; FR = Faculty, Regular; OP = Classified, Operations.

² Amount of time noted is the maximum allowable for this category of leave. Days are expressed in working days.

³ District Office staff initiates the leave action in SAP and the location staff handles time reporting.

⁴ See the specific Human Resource Leave Guide for time limitation, methodology, conditions, and quotas.

TABLE P-400G PARTIAL TYPES OF LEAVES OF ABSENCE BY EMPLOYEE UNIT SUMMARY <i>For details on how "Max Time" is administered in connection with other leave of absences and quotas, see the corresponding HR Guide.</i>																
LEAVE TITLE	CATEGORY	FORMAL	EMPLOYEE UNIT ¹											CODE		MAX TIME ²
			AM	AS	CM	CN	CR	CS	CT	CU	FA	FR	OP	ABSENCE	PCR	
Child Care - Unpaid	Optional	Yes							X	X			X	2070	ZP-42	1 Year
Family Illness - Unpaid	Mandatory	Yes				X	X	X	X	X			X	2160	ZP-65	2 Years
Governmental Service -Unpaid	Optional / Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X	2210	ZP-47	4 Years
Grant - Unpaid	Optional	Yes										X	X	2230	ZP-48	39 Months
Illness - Paid	Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X	1350	ZP-09	18 Months ³
Illness - Unpaid	Mandatory	Yes	X	X	X	X	X	X	X	X	X	X	X	2290	ZP-49	See Note ³
Maternity - Unpaid	Mandatory	Yes	X	X	X	X	X	X	X	X			X	2430	ZP-50	9 Months
Opportunity - Unpaid	Optional	Yes										X	X	2510	ZP-52	3 Years
Personal - Unpaid	Optional	Yes	X	X	X	X	X		X	X		X		2600	ZP-59	1 Year
Personal - Academic Service - Unpaid	Optional	Yes				X	X	X	X	X			X	2610	ZP-60	1 Term
Rest - Unpaid	Optional / Mandatory	Yes						X	X		X	X		2660	ZP-57	1 Year
Study	Optional	Yes										X	X	2750	ZP-61	1 Year
Travel	Optional	Yes										X	X	2820	ZP-62	1 Year

¹ AM = Academic Managers; AS = Academic, Supervisors; CM = Classified, Managers; CN = Classified, Confidential; CR = Classified, Crafts; CS = Classified, Supervisors; CT = Classified, Clerical Technical (includes PSA CP); CU = Classified, Unclaimed; FA = Faculty Adjunct; FR = Faculty, Regular; OP = Classified, Operations.

² Amount of time noted is the maximum allowable for this category of leave. Days are expressed in working days.

³ See the specific Human Resource Leave Guide for time limitation, methodology, conditions, and quotas.

IV. ADDITIONAL SOURCES

87763 Leaves of Absence
87764 Power to Grant Leaves of Absence

LACCD BOARD RULES

[Board Rule 1202 Non-Discrimination Policy](#)
[Board Rule 10301 Selection and Assignment of Faculty](#)
[Board Rule 11203 Rules Governing Merit System for Classified Employees](#)

HUMAN RESOURCES GUIDES

See Tables P-400E, Paid Leaves of Absence, and P-400F, Unpaid Leaves of Absence, above.

PERSONNEL COMMISSION RULES

[Rule 578 Salary Step Advancement within Class for Regular Employees](#)
[Rule 621 Seniority Credit on Promotional Examinations](#)
[Rule 741 Leave of Absence Prior to Layoff](#)
[Rule 803 Leaves of Absence](#)
[Rule 804 Leaves of Absence Resulting from Illness Accident or Industrial Injury](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT Faculty Guild Local 1521: Article 24, Leaves](#)
[AFT Staff Guild Local 1521A: Article 19, Leaves and Absences](#)
[Local 99, School Employees Union: Article 9, Leaves and Absences](#)
[Building Trades Council: Article 13, Leaves and Absences](#)
[Supervisory Union, SEIU Local 347: Article 8, Leaves and Absences](#)
[Teamsters Local 911: Article 13, Leaves of Absence](#)