



---

**Administrative Regulation**  
Chapter 7 – Human Resources

---

**AR 7340                      LEAVES**

**Leaves and Vacations – Administrators & Managers**

**1. Paid Leaves of Absence-Academic Administrators\***

- A. Illness Leave** - Full-time academic administrators are entitled to 12 days illness leave based on a twelve month assignment. Part-time academic administrators shall earn prorated days of illness leave per each month of service during the fiscal year based on the ratio to full-time service. 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. 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, domestic partner, 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, foster child or adopted child, 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.
- C. Personal Necessity Leave** - Six days of illness leave may be used for the following: (1) an extension of the bereavement leave (2) an accident or compelling emergency involving an academic employee's person or property or the person or property of a member of the immediate family, (4) illness of a member of the immediate family, (5) appearance in any court or before any administrative tribunal as a litigant or party, or (6) 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.
- 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

### **Vacation – Academic Administrators**

1. **Number of Vacation Days:** Full-time academic administrators shall earn up to 24 days of vacation per fiscal year at the rate of 2 days for each full month of service during a fiscal year, subject to paragraph 3 below. Part-time academic administrators shall earn prorated days of vacation per each month of service during a fiscal year based on the ratio to fulltime service.
2. **Use of Vacation Days:** Academic administrators are encouraged to use vacation days in the fiscal year earned. For example, if an administrator earns 24 days of vacation for the fiscal year, the administrator is expected to take 24 days of vacation.
3. **Vacation Carry over:** It is the intent of this Administrative Regulation to ensure that vacation balances for academic administrators shall not exceed 60 days. All vacation days will be available for use beginning with the month earned. At the beginning of any month, an administrator’s vacation balance shall accrue up to 2 days of vacation for the month, provided the total days of vacation does not exceed 60.

Academic Administrators, with advanced approval from the Superintendent/President or designee, may request to be advanced days of vacation provided the administrator submits a vacation usage plan that provides for a vacation balance at the end of the year not to exceed 60 days.

### **Sick Leave for Student Workers and Other Temporary Employees**

Student Workers and other temporary classified employees shall be provided sick leave in accordance with Merit Rule 11.10.5.

### **References:**

Education Code Sections 87763 et seq. and 88190 et seq.;  
Government Code Section 12945.6;  
Labor Code Section Sections 234 and 245 et seq.

---

**Approved:** September 2003 (for AR 3425) and May 23, 2006 (for AR 3426)

**Revised:** June 14, 2021; June 2024 (references only)

(Replaces former SMC AR 3117, AR 3425, and AR 3426)