

BOARD OF TRUSTEES  
AGENDA

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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(A) ☐ Report Only ☐ Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B) ☒ Action Item

Presenter(s): SAMUEL MIJARES, SUPERINTENDENT  
ISMAEL MIJARES, DEPUTY SUPERINTENDENT FOR BUSINESS & FINANCE  
JESUS COSTILLA, EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

Briefly describe the action required.

CONSIDERATION AND POSSIBLE APPROVAL FOR AN UPDATE TO POLICY DEC(LOCAL) INCREASING AVAILABLE LOCAL LEAVE DAYS.

(C) Funding source: Identify the source of funds if any are required.

(D) Clarification: Explain any question or issues that might be raised regarding this item.

SEE ATTACHMENT.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

*Request for  
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed three consecutive workdays.

**Local Leave**

Each employee shall earn five, six, or seven paid local leave days per school year based on the number of months of service required for the position and in accordance with administrative regulations.

Local leave shall accumulate to a maximum of <sup>60</sup>~~45~~ leave days.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

**Peace Officers**

*Mental Health  
Leave*

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of ten days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

**Quarantine Leave**

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following: Continuation of all employment benefits and compensation for the duration of the leave;

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

No Paid Leave  
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Payment for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program, the 2001-02 school year.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 45 days, at one-half of the employee's daily rate. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Payment for  
Accumulated Leave  
Upon Separation**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program, the 2001-02 school year.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 30 days, at one-half of the employee's daily rate. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.