

## 1.0 Leave for Bereavement or Critical Illness of Immediate Family and Quarantine

- 1.1 The employee shall request such leaves of the immediate supervisor. If time does not permit such notice, the employee shall notify the supervisor of the leave and estimated duration as soon as possible.
  - 1.1.1 The immediate supervisor or manager may request a written statement from the attending physician attesting to the need of the employee during critical illness of immediate family.
  - 1.1.2 A statement from a qualified physician or public health authority verifying the quarantine restriction is required upon return to work when quarantine leave is used.
- 1.2 The employee shall complete a report of absence form upon return to work.

## 2.0 Leave for Jury Duty or Required Court Appearance

- 2.1 The employee shall notify the supervisor of jury duty or required court appearance as far in advance of the leave as possible. (Education Code § 87036)
- 2.2 Upon return to work, the employee must complete a report of absence form and submit it to the immediate supervisor. The employee is expected to return to work whenever it is not necessary to be absent the entire day.
- 2.3 A copy of the subpoena must be attached to the report of absence form.

## 3.0 Leave for Military Service

- 3.1 The employee shall forward a request for Leave for Military Service to the Chancellor through the appropriate administrative channels. A copy of the military orders shall be attached to the request. If it is determined that a request to defer military service should be forwarded to the military unit, the Human Resources Office shall do so at the request of the manager.
- 3.2 Upon return to work, the employee shall submit a report of absence form to the Human Resources Office through the appropriate administrative channels, with the military orders requiring duty attached.
- 3.3 A regular employee will receive benefits during Leave for Military Service of active training as provided for in the Military and Veterans Code, and salary for one (1) calendar month. (Military & Veterans Code § 395.01-395.05)
- 3.4 An employee on Military Service Leave has the right to return to a position in the same or similar class within twelve (12) months after the first day of active military status.

#### 4.0 Personal Business Leave

- 4.1 All requests for personal business leave must be approved in advance, except in extenuating circumstances by the appropriate supervisor, or appropriate District Office Administrator; this leave is not to be used for vacation, recreation, or associated travel.
- 4.2 The employee shall report the personal business leave on the designated report of absence form and submit it through appropriate administrative channels.

#### 5.0 Leave for Birth of Child

- 5.1 Employee shall request a Leave for Birth of Child in advance or notify the immediate supervisor at the earliest convenience.
- 5.2 Upon return to work, the employee must complete a report of absence form, and submit it, through appropriate administrative channels, to the Employee Benefits Department.

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