

803 LEAVES OF ABSENCE

- A. A leave of absence is an approved absence from duty for a prescribed period of time from a class of positions, but not necessarily from a specific position. On return to service, requests will be entertained for return to the former position or other specific assignment. If all positions have been filled on a regular basis, an employee returning from leave has the right to a regular position in that class if he/she has greater seniority in that class than the least senior employee.
- B. After a continuous period of not less than seven calendar months of service, or after military leave, leave may be granted for a continuous period of up to one year. A leave shall not exceed one year without a return to active duty, except as follows:
1. When leave is granted in order to accept other employment with the District, no prior work period is required, and leave may be extended until probationary status is achieved in the new assignment. When the assignment is in an apprentice class, leave shall be extended for the duration of the employee's training in the apprentice program. If the leave lasts less than one year, the required interval of service may be disregarded in determining eligibility to subsequent leave within the year.
 2. A leave of absence for care of own child may be extended until the third birthday of the child, provided that such leave and extensions thereof are for the sole purpose of care of own child. Such leave may be granted without regard to any except the initial period of service.
 3. A leave of absence may be granted to serve in an elective or appointive position of any governmental agency, or organization supported by governmental funds, and for any official duties connected therewith. Such leave of absence may be renewable annually during the tenure of office or employment.
 4. Study leaves of absence may be renewed provided that the employee is making satisfactory progress in a full-time course of instruction at a college or trade school. Such leaves are subject to cancellation in the event of layoff, reclassification, or reorganization affecting the class from which leave was granted or classes into which the employee has bumping rights.
- C. The leave of absence shall be subject to the approval of the principal, section head, or division head, or the Superintendent or his designated representative but no leave of absence shall be permitted for the purpose that is contrary to the good of service, as determined by the Superintendent or his designated representative.
- D. Application for leave of absence for a period of more than 20 consecutive working days shall be made on a prescribed form and shall indicate the beginning and ending dates of the requested leave and the reason for the request. Reasons may include maternity, matrimony, rest, illness, study, travel, apprentice training, and for other purposes that the responsible administrator may determine to be for the good of the service. After approval, the leave form is be forwarded to the Employment Transactions Services Branch of the Personnel Commission.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: December 18, 2002, page 1 of 4. Add: September 8, 2008, page 1 of 3.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

803

LAW AND RULES

October 3, 2013

- E. In case of pregnancy leave, an unpaid leave of absence shall be granted upon request. Applications for such leave must be accompanied by a physician's verifying statement. The period of such leave shall be determined by the employee and her physician but shall not exceed one year, including any time converted to illness leave. A pregnancy leave will be converted to an illness leave, in accordance with the provisions of Rule 808, when the employee requests a pregnancy-related illness leave and her physician verifies that a condition exists, caused or contributed to by pregnancy, miscarriage, or childbirth, that temporarily disables her. An employee who files for a paid pregnancy disability that meets all District, State, and federal requirements shall not be separated from service.
- F. An employee returning from a leave of absence may be required to have a District approved health examination.
- G. An employee on leave of absence for a period in excess of six months for pregnancy, child care, matrimony, rest, study, or travel may, upon request, be returned to work prior to the expiration date of the leave, but, in any case, shall be assigned to a position not later than the first day of employee's assignment basis immediately following the expiration of the leave.
- H. Time spent on any leave of absence shall not be considered a break in continuous service. This time shall be counted toward seniority for the purpose of retention in the event of a layoff only if the type of leave is included in those listed for the purpose of Rule 740. Also, the time shall be counted in computing seniority credit for promotional examinations only if the type of leave is included in those listed for that purpose in Rule 705.
- I. A leave of absence shall be accepted only with the understanding that the District is free from any liability for the payment of any compensation or damages nor or hereafter provided by law for the death or injury of any employee of the District when the death or injury occurs while the employee is on leave of absence.
- J. At the discretion of the division head or Educational Service Center administrator, and subject to the time limitations prescribed in Paragraph B of this Rule, an employee serving an initial probationary period may be granted a leave of absence without pay to accompany a spouse who has been called to military duty, to accept other District employment, because of pregnancy, and under the conditions described in Rule 741. Also, a new probationary employee may be granted unpaid illness leave if, based on professional medical advice, the Personnel Commission staff determines that the leave will enable the employee to return to service. Such leave may be granted for a period of up to six months and may be renewed for an additional period of up to six months.
- K. Absence from duty without pay for a period of 20 working days or less may be authorized informally by the responsible administrator with the submission of a leave request form.

CHANGE:

Clerical error clean-up.

Remove: February 5, 2009, page 2 of 3. Add: October 3, 2013, page 2 of 3.

Leaves of Absence

803

Page 2 of 3

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

803

LAW AND RULES

October 3, 2013

- L. Leave of absence may be revoked by the Superintendent or his designated representative when the good of the service may require it or when evidence shows that the employee is engaged in activities for which leave would not have been granted in the original instance.
- M. Any vacancy caused by a mandatory leave of absence may not be filled by regular appointment except:
1. When the leave has exceeded 180 working days, or a physician's verifying statement notes it is expected to exceed 180 working days; and a request from the Division Head, Educational Service Center administrator, or above has been obtained agreeing to establish a position upon return; and the request has been approved by the Personnel Director or designee.

Note: Locations shall initially attempt to fill vacancies caused by mandatory leave through substitute or relief assignment before requesting regular appointment.

2. When a vacancy is created by a mandated Red Cross, Merchant marine, or military leave (other than temporary), as defined in Rule 820 Military Leave. The vacancy may be filled immediately by regular appointment.

CHANGE:

Clerical error clean-up.

Remove: February 9, 2009, page 3 of 3. Add: October 3, 2013, page 3 of 3

Leaves of Absence

803

Page 3 of 3