

CHAPTER X

ARTICLE X

VACATIONS AND ABSENCES

101001. VACATION LEAVE FOR UNREPRESENTED EMPLOYEES. Vacation is a paid leave of absence the purpose of which is to give employees an occasional change of pace and a periodic opportunity for rest, reflection and renewal. All unrepresented employees shall be entitled to paid vacation leave as specified in this Rule and any relevant Personnel Guides adopted pursuant to this Rule.

Adopted 08-01-73

Amended 06-27-01

101001.1. Vacation Leave for Unrepresented Academic Administrators. Except as provided in Board Rule 101001.5, full-time unrepresented academic administrators shall earn twenty-four days of vacation per year.

Adopted 06-27-01

101001.2 Vacation Leave for Unrepresented Classified Employees who are Exempt from Overtime. Except as provided in Board Rule 101001.5, full-time unrepresented classified employees who are exempt from overtime shall earn twenty-four days of vacation per year.

Adopted 06-27-01

101001.3 Vacation Leave for Unrepresented Classified Employees who are Eligible to Earn Overtime at a Rate Equal to Their Normal Rate of Pay. Except as provided in Board Rule 101001.5, full-time unrepresented classified employees who are eligible to earn overtime at a rate

Adopted 06-27-01

equal to their normal rate of pay shall earn vacation based upon their years of service with the District, as follows:

Years of Service	Number of Days of Vacation per Year
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10 or fewer	20
11	21
12	22
13	23
14 or more	24

Adopted 06-27-01

101001.4 Vacation Leave for Unrepresented Classified Employees who are Eligible to Earn Overtime at a Rate Equal to Time and One-half of Their Normal Rate of Pay. Except as provided in Board Rule 101001.5, full-time unrepresented classified employees who are eligible to earn overtime at a rate equal to time and one-half of their normal rate of pay shall earn vacation based upon their years of service with the District, as follows:

Years of Service	Number of Days of Vacation per Year
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5 or fewer	15
6	16
7	17
8	18
9	19
10	20
11	21
12	22
13	23
14 or more	24

Adopted 06-27-01

101001.5 Limit on the Accrual of Vacation Leave. If at the end of any pay period an unrepresented employee has an accumulated paid vacation balance of 400 hours or more, the following provisions, as applicable, shall apply to the employee's earning of additional vacation:

- A. If the employee is an academic administrator, he or she shall cease earning vacation until his or her accumulated vacation balance at the end of the pay period falls below 400 hours.

- B. If the employee is an unrepresented classified employee, he or she shall immediately begin to earn vacation at the rate of ten days per year until his or her accumulated vacation balance at the end of the pay period falls below 400 hours, at which time his or her vacation earning rate shall revert to the appropriate rate specified in Section 101001.2, Section 101001.3, or Section 101001.4, whichever is applicable.

Adopted 06-27-01

101006. COMPENSATORY TIME OFF FOR D BASIS EMPLOYEES.

If a D basis employee performs necessary services during a school holiday as defined in Board Rule 2304.10, he/she may receive compensatory time off after the service has been performed and during the same school year. The compensatory time off must occur at a time approved by the head of the college or division and no substitute shall be employed during this period. Should the employee be separated from service prior to the end of the school year in which

Adopted 08-01-73

the service was performed and prior to the time the compensatory time off was allowed, then a lump-sum payment shall be made for his/her services during the school holiday.

Adopted 08-01-73

101015. FORMAL LEAVE DEFINED. A formal leave of absence shall be defined as a leave of absence granted to any employee in a position requiring certification qualification for a period of more than 20 days.

Application for such leave shall be made on a prescribed form issued by the Division of Human Resources. Salary warrants may be authorized for absences in excess of 20 days until the leave request receives approval and is processed through the Division of Human Resources.

Adopted 01-31-73

101018. FORMAL LEAVES OF ABSENCE WITHOUT PAY. Formal leaves of absence without pay may be granted to employees eligible in accordance with Rule 3272* for the following reasons for period of time as indicated:

- A. Personal reasons: maximum leave, two semesters.
- B. Study in residence: maximum leave, four semesters.
- C. Rest or recuperation: maximum leave, four semesters.

Adopted 01-31-73

*Administrative Guide, Los Angeles Unified School District.

- D. Travel for educational purposes: maximum leave, two semesters.
- E. Illness within the employee's immediate family: maximum leave, four semesters.
- F. Opportunity of a superior character which will result in the employee's rendering more effective services to the District upon his/her return: maximum leave, four semesters.
- G. Maternity: In cases of expected maternity, a leave of absence for a maximum period of two full semesters may be allowed. An application for such leave of absence shall be accompanied by a doctor's statement of the expected birth date of the child, and shall be on file in the Division of Human Resources at least four calendar months prior to such expected birth date.
- H. Care of own child and maternity: A leave of absence for care of own child may be granted, but no such leave or extension thereof shall be approved for a period beyond the close of the semester in which the third birthday of the child falls. Such a leave or the extension thereof shall be for the sole purpose of care of own child. A second maternity leave and care of own child leave may be granted provided that the total period of leave including the initial maternity leave shall not exceed five years. Additional maternity leave and care of own child leave may be granted only on the approval of the Chancellor.
- I. To serve in a classified service position in the District: A regular employee in the certificated service eligible to and selected for a full or part-time position in the classified service shall resign from his/her former position before being assigned to the new position unless a leave of absence is granted under the following conditions:
 - 1. that he/she holds permanent status in his/her old classification; and

Adopted 01-31-73

2. that the former position can be discontinued or a substitute replacement satisfactory to the college president or division head is available; and
3. that the head of the college or division from which the employee is selected approves the leave.

A leave of absence granted under this section may be for a period of two semesters or less, subject to renewal of two additional semesters under the same conditions, if the employee has not acquired permanent tenure in the new class. When permanent tenure is achieved in the new class, the employee shall immediately return to or resign from that part of his former class from which he/she is on leave. When permanency in the new position may not be gained, then additional leaves of absences may be granted at the discretion of the Board. In the event such employee elects to resign from his/her certificated class, he/she shall be eligible to re-employment in such class for a period of 39 months from the date of his/her resignation.

- J. To service as a substitute in the same class: A permanent or probationary employee may be granted a leave of absence to serve as a substitute employee in the same class for a period of time not to exceed four semesters.
- K. For the convenience of the District:
 1. An employee may be granted a leave of absence to serve as a substitute, temporary, limited, acting, or probationary employee for a period of time not to exceed four semesters.
 2. A pre-service leave of absence may be granted to a probationary employee between the effective date of his/her election and the date of termination of any contract previously executed with another school district.

Adopted 01-31-73

3. An employee may be placed on leave of absence from a position in which he/she has had no prior service in order to continue in his former regular class. Such leave of absence for the convenience of the District shall not extend beyond June 30 of the year in which the leave is granted.
 4. An employee may be placed on leave of absence from a position in a higher class to serve in a lower class for a period of time not to exceed four semesters.
- L. To serve in federal, state, or local legislative positions: A leave of absence may be granted to serve in an elective position in the city, county, state or federal government, and for the performance of any official duties connected therewith. Such leaves may be renewed annually during tenure of office.
 - M. To serve as an officer in a professional organization: a leave of absence may be granted to one officer of any officially recognized Los Angeles Community College professional educational organization while serving as either president or executive secretary, for the sole purpose of discharging the duties of the position. Such leaves may be renewed annually during incumbency.
 - N. To serve under a federal grant: A permanent or probationary employee may be granted a leave of absence not to exceed two semesters to serve under a recognized fellowship or foundation approved by the State Board of Education according to Section 13458 of the Education Code.
 - O. To serve as a member of the Peace Corps: A permanent employee may be granted a leave of absence not to exceed four semesters to serve as a member of the Peace Corps.

Adopted 01-31-73

P. Part-time service with full-time retirement benefits: Certificated employees may be granted a leave of absence to reduce their workload from full-time to part-time duties under the following conditions:

1. The employee must have reached the age of 55 prior to reduction in workload.
2. The employee must have been employed full-time in a position requiring certification qualifications for at least 10 years of which the immediately preceding five years were full-time employment.
3. The employee shall be paid a salary which is the pro rata share of the salary he/she would be earning had he/she not elected to exercise the option of part-time employment.
4. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during his/her final year of service in a full-time position.
5. The employee and the District shall each contribute to the Teachers Retirement Fund the amount required by law.
6. The option of part-time employment must be exercised at the request of the employee and can be revoked only with the mutual consent of the employer and employee. A leave for this purpose shall be limited for a maximum period of five years.
7. The employee must not reach age 71 during the academic year in which the reduction in workload is to occur.

Adopted 09-10-75
Amended 01-03-79
Amended 02-17-82

101019. MILITARY LEAVE. An appropriate military leave shall be granted to an employee in accordance with the provisions of the Military and Veterans Code and subject to the provisions of this Rule as follows:

- A. Temporary Military Leave. An employee who is a member of the reserve corps of the Armed Forces of the United States or of the National Guard or of the Naval Militia shall be granted a Temporary Military Leave while engaged in military duty ordered for the purposes of military training, drills, encampment, naval cruises, special exercises or like activity as such member providing that the period of ordered duty does not exceed a maximum of 180 calendar days including time involved in going to and returning from such active duty.

- B. Military Leave Other Than Temporary. A Military Leave Other Than Temporary shall be granted to an employee who is ordered into active military duty as a member of a reserve component of the Armed Forces of the United States; is ordered into active Federal military duty as a member of the National Guard or Naval Militia or is inducted, enlists, enters, or is otherwise ordered or called into active duty as a member of the Armed Forces of the United States. The maximum period of Military Leave Other Than Temporary shall be the period of time that the employee is engaged in active military duty.

- C. Compensation. An employee must have probationary or permanent status and have been in the service of the District for a period of not less than one year immediately prior to the date on which the leave begins and shall be entitled to receive his/her full salary for the first 30 calendar days of the leave. Retroactive salary payments shall be made to employees or former employees who are entitled to such payments.

Adopted 12-12-90

D. Notwithstanding any other provisions of this Rule, a regular employee (one who is a probationary or tenured faculty member, a probationary or regular classified employee, or a regular administrator) who is ordered to active military duty, and therefore commences military leave at any time between March 1, 2003 and September 30, 2003, shall receive for a period of 180 calendar days the difference between the amount of his/her military pay and the amount of the employee's regular salary (excluding overtime pay, hourly rate pay, or pay for any assignment that is in addition to the employee's regular assignment).

If such employee does not return to District service within 60 days of being released from active duty, any compensation received from the District shall be treated as a loan from the District, and shall be paid back to the District at the interest rate earned by the State of California's Pooled Money Investment Account, except in the case of death or a disability that prevents the employee's return to active LACCD employment. To receive the benefits provided under this rule, an eligible employee must first sign a document acknowledging and agreeing to the terms and conditions of this provision.

In adopting this Rule, the Board recognizes that the nation is engaged in a "War Against Terrorism" creating the sort of national crisis that warrants the extension of the benefits prescribed above for at least the period cited in the Rule. Nothing herein shall be construed as obligating the District to provide these or any similar benefits at any future time, unless and until the Board extends the time cited in this rule or determines that a future national crisis requires similar action.

The Chancellor will develop regulations to implement this Rule.

Adopted 12-12-90
Amended 12-05-01
Amended 04-30-03

101020. ILLNESS OR INJURY LEAVE - PAYMENT OF SALARY. Whenever a certificated employee, except one with on call day-to-day substitute or temporary status only is compelled to be absent from duty in his/her current assignment on account of his/her own illness or injury or because of quarantine occasioned by his/her own or another's illness, he/she shall be allowed illness or injury leave pay under the following conditions:

Adopted 06-19-74

A. During each academic year 12 days at full pay shall be allowed for full-time A, D, M and R basis employees assigned as of July 1 or when initially hired in the District and 10 days at full pay for full-time B, C and S basis employees absent for illness, injury, or quarantine. Employees assigned less than full-time and for less than 5 days a week shall be entitled to that proportion of 10 days leave of absence for illness or injury as the number of days he/she is employed per week bears to five. If the employee does not use the full amount of absence with full pay allowed in any academic year, the amount not used shall be accumulated from year to year. In case the employee is assigned on a part-time basis, full pay is to be interpreted as full pay for the service which would have been rendered by the employee in accordance with his/her assignment on the days that he/she is absent.

Adopted 06-19-74
Amended 01-14-76
Amended 06-09-76
Amended 08-30-78
Amended 06-09-82

B. In addition to the full pay provided in "A" above, the employee shall be paid for illness, injury, or quarantine in any academic year at half pay, provided that in no case shall the number of days at half pay, when added to the days at full pay, equal a combined total of more than 100 days. In

Adopted 06-19-74
Amended 01-14-76

the case of an employee assigned for less than 5 days a week, the half pay when added to the full pay shall not exceed that proportion of 100 days which the number of days he/she is employed per week bears to five. Whenever the accumulated full pay equals 100 days or more, or the equivalent for employees assigned for less than 5 days a week, no half-pay allowance shall be made.

Adopted 06-19-74
Amended 01-14-76

- C. Full-time illness, injury, or quarantine benefits must be used before half-day benefits may be used.
- D. If an employee receives pay because of illness, injury or quarantine on either side of a holiday for which he/she qualifies for holiday pay, he/she shall receive holiday pay for the holiday period and the days of the holiday shall not be considered as days of illness or injury leave.

In case a holiday occurs on the first day of the employee's assignment, he/she receives pay because of illness, injury, or quarantine on the first day of his/her assignment following the holiday, the holiday shall not be considered as a day of illness or injury leave. In case a holiday occurs on the last day of the employee's assignment, and he/she receives pay because of illness, injury, or quarantine the last of his/her assignment preceding the holiday, the holiday shall not be considered as a day of illness or injury leave.

- E. No lump-sum payment for any unused accumulated illness, injury or quarantine allowance shall be made to an employee upon separation from service.
- F. An employee who is absent on account of illness, injury, or his/her own quarantine shall be required to sign, on a form provided, a statement that such absence was due to illness, injury or quarantine. Such form shall be approved for payment by the

Adopted 06-19-74

proper administrator or supervisor, and, if the absence is for five consecutive days, or less, filed in his/her office. If the absence because of illness, injury, or his/her own quarantine is for more than five consecutive days, the physician or other practitioner shall also certify on the form provided that the employee's absence was due to illness, injury, or quarantine and the form shall be attached to the timesheet. Payment for absence due to illness, injury, or quarantine shall be made only upon certification on the timesheet by the Chancellor or his designated representative that such absence was for reason of illness, injury, or quarantine.

Adopted 06-19-74

- G. Subject to the direction of the college president or division head, administrators and supervisors shall take whatever reasonable means are necessary to satisfy themselves that illness, injury, or quarantine of the employee actually exists. When considered necessary, the services of Employee Health Services shall be utilized for medical staff assistance in determination of the existence of illness, injury, or quarantine.
- H. An employee shall not be allowed to undertake any gainful employment while absent because of illness, injury, or quarantine. The employee shall certify on the certification form that he/she was not gainfully employed during the period covered by the certification of illness, injury, or quarantine.
- I. Time absent for illness shall be reported to the nearest hour.
- J. An employee who is absent on account of quarantine because of another's illness must file with the Division of Human Resources a health office exclusion and readmittance card before he/she returns to service.

Adopted 06-19-74

Amended 01-14-76

- K. If the employee resigns or is otherwise terminated so that he/she does not have status in a position entitling him/her to an illness or injury leave under this rule and later returns to a position entitling him/her to such an illness or injury leave, his/her accumulation of the number of days for which he/she is entitled to full pay for illness, injury, or quarantine shall be as follows:
1. If there was no break in service in a position allowing illness or injury leave pay or if during a break in service of less than one academic year there was continuing status in a substitute certificated position, the employee shall have his/her accumulated but unused days of illness or injury leave restored.
 2. If there is a break in service in a position allowing such illness or injury leave pay for not to exceed 39 months after his last day of paid service, the employee shall have his/her accumulated but unused days of illness or injury leave restored.
 3. If there is a break in service in a position allowing such illness or injury leave pay for more than 39 months after his last day of paid service, the employee shall have his/her accumulated but unused days of illness or injury leave restored.
- L. For the purpose of this rule, an academic year is during which the employee rendered service for which salary was received during at least a part of the academic year, as regular employee, or as a substitute employee in a class higher than the class to which regularly assigned, or, in lieu of such service, was on an exchange teacher, illness or injury, military, work experience, or sabbatical leave of absence during at least a part of the academic year.

Adopted 06-19-74
Amended 01-14-76

M. After the completion of an industrial accident leave as provided in Rule 3284* an employee shall be entitled to any further leave of absence privileges to which otherwise entitled in accordance with Board Rules, including paid illness or injury leave, without first returning to service.

* Administrative Guide, Los Angeles Unified School District.

N. An employee who is to perform service on twenty or more days during a summer session shall be allowed one day of full pay illness leave in addition to that provided in "A" above. This paid illness leave benefit for a summer session assignment, if not used, will be accumulated from one summer session to another but will not be added to any other illness leave balance.

Adopted 06-19-74
Amended 01-14-76

101020.11 Illness Pay for Substitutes. A substitute certificated employee serving during any portion of the academic year from the first day of the fall semester to the last day of the spring semester as a substitute in a class in which substitutes are paid on the preparation salary schedule or on a flat rate for substitutes shall be allowed pay for absence during such period because of his/her own illness in accordance with the following:

a. In order to qualify for illness pay the substitute must have accrued illness benefits according to Board Rule 101020.

For the purpose of this rule, in computing time served as a flat rate substitute, pay for two days at a half-day rate or one day at a full-day rate equals one day.

Adopted 09-11-74
Amended 01-14-76

- b. The substitute must not have been released prior to the illness and no illness benefits shall be paid after the date the substitute was scheduled to be released.

Adopted 09-11-74
Amended 01-14-76

101026. MISCELLANEOUS ABSENCES FOR WHICH SALARY IS ALLOWED.

An unrepresented employee, other than a day-to-day substitute, when absent from duty for the reason specified below shall receive salary as follows:

- A. Bereavement: An unrepresented employee shall be granted full pay not to exceed three working days on account of the death of person closely related by blood or marriage, persons whose domestic relations are close, roommates, close friends, or friends living in the same domicile; official notice in time of war that a member of the immediate family is "missing in action"; official notice that deceased member of the immediate family of the employee is being returned by the armed services to this country for interment. The bereavement leave must commence and end within ten calendar days after the date the employee is notified of the date of the funeral, or after the demise. Bereavement leave shall not be granted during an illness leave, or other leave of absence, but is allowable if the bereavement leave immediately precedes, or immediately follows an absence for other cause, provided it is within the ten calendar day period. For a bereavement leave granted because the employee is notified by the armed services that a deceased member of his/her immediate family has been returned to this country for interment, the leave must commence at the time the deceased member of the family has been returned, at the time of interment, or between these dates. Notwithstanding the time limits set

Adopted 03-03-76
Amended 01-14-87
Amended 06-23-99

forth above, a leave of absence with pay shall be allowed for three days for each bereavement. If out-of-state travel is required or if more than 200 miles of travel one way is required the employee shall be granted full pay not to exceed five working days.

- B. Epidemic or Disaster: Regular salary for a period during which the college or other place of employment is closed for reason of epidemic or disaster.

- C. Witness in Court: Regular salary for time necessarily absent, when other than a litigant in the case, because of appearance (1) before a grand jury, (2) in a criminal case, before a court within the State, or (3) in a civil case, in a court within the county of which the employee resides or outside of said county if within 150 miles of his place of residence, in response to a subpoena duly served; provided, that each date of necessary attendance before such court or grand jury, other than the date specified in the subpoena, shall be certified to by an attorney for the litigant in the case or by the case or by the clerk or other authorized officer of such court or grand jury; and provided, further, that in any case in which a witness fee is payable such fee shall be collected by the employee and remitted to the Business Services Division.

Payment of salary for time necessarily spent in answering a Federal subpoena outside the State shall be subject to the approval of the Board.

- D. Official Governmental Order: If absence is occasioned by an official order from another governmental jurisdiction which has not been brought about through misconduct or connivance on the part of the employee, payment of salary shall be made for any necessary absence of one day or less.

Adopted 03-03-76
Amended 01-14-87
Amended 06-23-99

E. Jury Duty. An unrepresented academic employee shall be granted paid leave for a maximum of two (2) weeks within any two (2) consecutive fiscal years in response to a subpoena for jury duty, in accordance with regulations established by the Chancellor. The Chancellor may grant additional paid leave when it has been compelled by court order. California Code of Civil Procedure Section 215 states that a juror who is employed by a federal, state, or local governmental entity and who receives regular compensation and benefits while performing jury service may not be paid a jury service fee. However, reimbursement for mileage may be retained by the employee.

Adopted 06-23-99
Amended 11-16-05

101028. BEREAVEMENT PAY FOR SUBSTITUTE EMPLOYEES. A substitute certificated employee serving during the period from the first day of the fall semester to the last day of the spring semester for an employee paid on the preparation salary schedule shall be allowed full pay for not more than three days, or five days if out-of-state travel is required, for an absence caused by bereavement during such period, provided that:

- A. The bereavement was caused by the death of mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, of the employee or any relative living in the immediate household of the employee.
- B. The employee has not been released prior to the beginning of the absence, and
- C. The absence commenced and ended within ten days after the date the employee is notified of the date of the funeral, or after the demise.

Adopted 08-21-74

101029. EXCHANGE LEAVE - CERTIFICATED EMPLOYEE REQUIREMENTS.
Subject to the provisions of the Education Code, a permanent employee may be granted a leave of absence to serve as an exchange employee in any foreign country or in any state, territory or possession of the United States or other district within the State, provided that:

- A. The exchange of positions is for one academic year only, unless extended for one additional year by unanimous consent of the governing boards and the employees concerned; and
- B. The Los Angeles employee requesting the exchange shall have served as a permanent employee in the district for an academic year or not less than the number of full-time service immediately preceding the exchange leave.

The Los Angeles employee shall return and serve two consecutive academic years with a minimum of 130 days of full-time service each year before becoming eligible for another such leave.

Adopted 04-02-75

101029.10 Exchange Employee Requirements. The employee from the outside district with whom the exchange is arranged shall meet the following requirement:

Possession of an active California State Credential and a Los Angeles County Certificate of the type and grade required for the exchange position in the district.

Adopted 04-02-75

101029.11 Manner of Compensation - Exchange Leave.
A Los Angeles exchange employee serving in another district may elect to be paid by the district in which he/she is in service, in which case the Los Angeles Community College District will pay the outside exchange employee serving therein.

Adopted 04-02-75

A Los Angeles exchange employee serving in another district may elect to be paid his/her regular salary by the Los Angeles Community College District, less all deductions provided by law for retirement purposes, during the period of such exchange, in which case the Los Angeles Community College District shall not pay the salary of the exchange teacher from without this State. A separate form of agreement shall be entered into with the outside district accepting the Los Angeles employee on exchange.

Adopted 04-02-75

101029.12 Rate of Compensation for Outside Exchange Employee Paid by Los Angeles Community College District. An outside exchange employee paid by the Los Angeles Community College District shall receive the annual salary rating on the Los Angeles schedule, as follows:

- a. If the employee is from a school located in the United States or its possessions, he/she shall receive the salary nearest to, but not less than the lowest salary which may be received by a new probationary employee, provided it is not less than the salary that would have been paid to said employee had he/she remained in his/her own position in the outside district nor more than the annual salary which would have been paid to the Los Angeles employee had he/she remained in service in Los Angeles.
- b. If the employee is from a school located in a foreign country, he/she shall receive the highest salary as determined by any of the following methods provided it is not greater than the amount that the Los Angeles employee would have received had the latter remained in service in Los Angeles:

Adopted 04-02-75

- 1) the salary that would have been paid to him/her had he/she remained in his/her own position in the outside district if such rate occurs on the Los Angeles schedule, otherwise the next higher rate on the Los Angeles schedule;
- 2) the maximum salary that could be received by a new probationary employee without a degree differential; or
- 3) for each year of school experience in excess of six years, the salary shall be one rate higher than that for the maximum rating-in of a new probationary employee, without degree differential, but not in excess of the highest step of the maximum rating-in column.

Adopted 04-02-75

101031. WORK EXPERIENCE LEAVE. A work experience leave is designed to allow an employee to accept employment outside the field of education in an occupation directly related to his district assignment. Such employment must be (a) approved in advance, (b) with an established organization or business enterprise, and (c) must provide a substantial increase in the employee's skill, knowledge, and understanding of his regular assignment.

Adopted 06-19-74

101031.10 Requirement for Work Experience Leave. A permanent employee may be granted a work experience leave of absence based upon the same standards as those required for a sabbatical leave in Rule 3295*. Service requirements and eligibility for either a work experience leave or sabbatical leave shall be counted from the date of return to duty from the last work experience leave or sabbatical leave, whichever is later.

Adopted 06-19-74

*Administrative Guide, Los Angeles Unified School District.

101031.11 Compensation for Work Experience Leave. Any employee who has been granted a work experience leave of absence and who has complied with the provisions under which such leave was granted shall receive 50 percent of his regular salary for the period of time for which such leave is granted, computed on a monthly basis; provided, that during the work experience leave period, compensation for new employment in excess of 50 percent of the regular salary of the employee shall be deducted from allowable salary while on such leave of absence. Compensation for new employment during a work experience leave must be verified in writing by the employer. Allowable compensation for employment accepted during each semester of work experience leave shall not include compensation from a continuation of any extra employment which the employee has had for the entire previous semester.

The required number of hours of post-work leave service may consist of full-time and part-time service provided the amount of the time for which salary is received is equivalent to twice the period of the leave.

Adopted 06-19-74

For the purpose of this Rule, the use of the one semester to describe a period of time is to be understood for personnel on various assignment bases to be the actual length of the work experience leave as given in subsection "H" of Rule 3205*. In case a work experience leave of absence is taken in two separate periods, one-half of the service, as herein defined, must occur after the second period of the leave is completed. Compensation may be required under Plan A or Plan B.

Plan A. Salary for work experience leave shall be paid in two equal payments. The first payment shall be paid at the end of the semester during which the employee has completed one-half of the required post-work experience leave service. The second payment shall be paid at the end of the semester during which the employee completes the second one-half of the required post-work leave service.

Plan B. Salary for work experience shall be paid in the same manner as if the employee were rendering service in the District, if such payment is requested by the employee.

Payment of work experience salary as described under Plan B shall be contingent upon the execution of a written indemnity agreement by which the employee pledges his/her assets as security for his/her compliance with the work experience leave requirements as set forth in Rules 101031 through 101031.12 inclusive.

Adopted 06-19-74

* Administrative Guide, Los Angeles Unified School District.

If the requirements under which the work experience leave were granted are not satisfactorily completed, if a significant portion of requirements as defined in Rule 3298* are not completed, or if the work experience leave report required by Rule 3298* is not approved, then either, no compensation under Plan A shall be made, or there shall be a restitution to the Board of funds received under Plan B.

Adopted 06-19-74

* Administrative Guide, Los Angeles Unified School District.

101031.12 Work Experience Leave Reports to be Filed.

Each employee who has been granted work experience leave shall file, together with the appropriate verifications, the following reports:

- a. During the period of work experience leave, a monthly report showing compliance with the conditions of the leave.
- b. After the period of the leave, but prior to the end of the second pay period following his/her return to active duty, a written report describing his/her work experience leave activities.

Until such report has been submitted and approved by the Chancellor, an amount equal to the work experience leave salary received by the employee shall be withheld from any salary due the employee for service after the second pay period following his/her return to active duty.

Adopted 06-19-74

101031.13 Incomplete Work Experience Leave.

- a. Failure to Complete Requirements Due to Accident or Illness. Interruption of the program of employment caused by serious accident or illness during a work experience leave shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid such employee under the terms of the leave agreement; provided, however, that the Chancellor or his designated representative had been notified as soon as practicable, of such accident or illness.

- b. Failure to Complete Requirements Due to Other Causes. An employee who has been approved for a work experience leave of absence who fails to complete all of the requirements of the work experience leave due to serious illness in the family or other causes beyond his/her control may receive compensation on a prorated basis if a significant portion of the requirements is completed.

For an incomplete work experience leave originally approved for one year, fractional portions of requirements completed may be one-fourth, one-half or three-fourths. A year's leave of absence for an A employee means 13 pay periods; for a C employee, 10 pay periods; for a D employee, 240 assigned days.

Adopted 06-19-74

For an incomplete work experience leave originally approved for one semester for C or D employees, one period is defined in section "H" of Rule 3295* for B or D employees, or seven pay periods for A employees, the fractional portion of requirements completed may be one-half.

The completion of the fractional portion of the requirements must have been accomplished during the particular period for which the work experience leave was authorized and prior to return to active duty or prior to the beginning of a leave immediately following the work experience leave.

Adopted 06-19-74

*Administrative Guide, Los Angeles Unified School District.