

**ADDITIONAL NON-INDUSTRIAL ACCIDENT/ILLNESS  
LEAVE WITHOUT PAY****1. Additional Leave for Non-Industrial Accident or Illness and Re-employment Preference for Classified Employees**

A permanent employee of the classified service who has exhausted all entitlements to sick leave, vacation, or other available paid leave and who is absent because of non-industrial accident or illness may be granted additional illness leave without pay by the Governing Board, not to exceed six months.

**2. Employees who have exhausted all paid leaves will be notified by District Human Resources that they can apply for an unpaid health leave of absence. If the leave is granted, all health benefits will continue for six months.**

If the leave is not granted, the employee shall be placed on a 39-month medical re-employment list. In addition, the employee shall be granted six (6) months of medical, dental and vision coverage by the District. The District may then declare the position vacant and proceed to fill the position through normal hiring processes.

**3. Prior to the expiration of the first unpaid Health Leave, the employee shall be notified by District Human Resources that they can apply for an additional six (6) months of unpaid health leave of absence. If the leave is granted, all health benefits will continue for the additional six (6) months.****4. Prior to the expiration of the second unpaid Health Leave, the employee shall be notified by District Human Resources that they can apply for an additional six (6) months of unpaid health leave of absence. If the leave is granted, all health benefits will continue for the additional six (6) months.****5. If a leave is not granted, the employee shall be placed on a 39-month medical re-employment list. In addition, the employees shall be granted six (6) months of medical, dental and vision coverage by the District. The District may then declare the position vacant and proceed to fill the position through normal hiring processes.****6. Prior to the expiration of the third unpaid Health Leave, the employee shall be notified by District Human Resources that they have exhausted all paid and unpaid leaves and that the employee is being placed on a 39-month medical re-employment list. The District may then declare the position vacant and proceed to fill the position through normal hiring processes.****7. While on the 39-month medical re-employment list the employee will receive copies of all job openings pertaining to their classification. To request consideration for a position, the employee must contact District Human Resources and present medical certification that they are medically able to return to work.****8. Additional Leave for Non-Industrial Accident or Illness for Academic Employees**

An academic employee who has exhausted all entitlement to sick leave or other available paid leave and who is absent because of non-industrial accident or illness may be granted additional illness leave without pay by the Governing Board for the remainder of the semester in which the accident or illness occurred. The board report should specify that the length of the leave is for the inclusive dates indicated, or for the duration of the illness, whichever is shorter.

Additional leave may be granted by the Board for periods of one semester or one academic year.

Employees not requesting or receiving such additional illness leave shall be subject to dismissal at the expiration of the difference pay period.

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