

## **AP 7340 Leaves**

The District recognizes several different forms of leave for employees as delineated in the collective bargaining agreements and personnel plans. Employees are responsible for completing and filing appropriate leave forms. Information relative to absences and leaves, exclusive of medical information, shall be made a matter of record included in the employee's personnel file.

References: Education Code Sections 87763 et seq. and 88190 et seq.;  
Labor Code Section 234

Approved: 3/6/12