

**ABSENCES AND LEAVES**

Management, Supervisory and Confidential personnel shall be eligible to apply for leaves of absences. In consideration of leave requests, the following guidelines shall apply:

1. The Superintendent shall have authority to grant leaves for a period of 20 working days or in instances where such leave is guaranteed by law. The Board of Trustees shall approve all leaves for periods of 21 days or more.
2. Leaves of opportunity (for employment part time or full time outside of Capistrano Unified School District) shall not be granted, unless Superintendent or designee approves exception.
3. Leaves of absence of 21 days or more shall be granted for the following purposes:
  - a. Legally guaranteed leaves (such as maternity and military) will be granted only for the required amount of time.
  - b. Newborn infant care leaves, combined with maternity leave, for a total period not to exceed Family Medical Leave Act requirements.
4. Leaves of absence of 21 working days or more may be granted for the following purposes:
  - a. Leaves not to exceed six months during which the employee would gain experiences directly applicable to this assignment within the District.
  - b. Newborn infant care leaves beyond six calendar months but not to exceed one year; however, the employee shall not be guaranteed placement in management position upon return.
5. Leaves (other than those legally guaranteed by law) when approved will generally be without pay. The Board (or Superintendent for leaves of 20 days or less) may approve a leave with pay when, in their opinion, there is clear and direct benefit to the District.