

PROFESSIONAL GROWTH AND DEVELOPMENT LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGERS

- A. Request for administrative/classified management leave, which may be obtained from District Human Resources, must be submitted by December 1 of the year preceding the fiscal year during which the leave will be taken.
- B. Employees must have been employed in an administrative/classified management capacity in the district for a minimum of six (6) years. The employee will not be eligible for another administrative/classified management leave for seven (7) years.
- C. Leaves may be taken for a minimum of 30 consecutive calendar days and a maximum of 60 consecutive calendar days.
- D. Recommendation of leaves shall be contingent upon provisions of Board Policy 4111.
- E. Employees must submit a proposal that clearly outlines the plan to be carried out during the leave and its benefits to the District.
- F. Prior to approval of the employee's leave, the supervisor must verify that the duties will be effectively covered during the absence without additional costs to the District. Exceptions may be granted in unusual circumstances.
- G. Completed requests must be submitted to the employee's immediate supervisor for approval or disapproval. The approved request will then be forwarded to the Vice Chancellor of Human Resources, who will submit the request to the Chancellor for review and recommendation by the Chancellor's Council.
- H. Employees whose requests are recommended by the Chancellor and approved by the Board of Trustees will be fully compensated during their absence.
- I. Employees shall receive notice of their leave request acceptance or denial no later than the last working day of January. The number of leaves granted will depend upon what is determined to be reasonable for effective functioning of the District based upon the recommendation of the Chancellor's Council.

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