ADMINISTRATIVE/CLASSIFIED MANAGEMENT LEAVE
(Without Loss of Pay)

1. Applications for administrative/classified management leave, which may be obtained from the Office of Human Resources, must be submitted by December 1 of the year preceding the fiscal year during which the leave will be taken.

2. Applicants must have served 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 leadership leave for seven (7) years.

3. Leaves may be taken for a minimum of thirty (30) consecutive calendar days and a maximum of sixty (60) consecutive calendar days.

4. Recommendation of leaves shall be contingent upon provisions of Board Policy 4111.

5. Applicants must submit a proposal which clearly outlines the plan to be carried out during the leave and its benefits to the district.

6. Prior to approval of the applicant'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.

7. Completed applications must be submitted to the employee's immediate supervisor for approval or disapproval. The application will then be forwarded to the Director of Human Resources, who will submit the request to the Chancellor for review and recommendation by the Chancellor's Council.

8. Applicants whose requests are recommended by the Chancellor and approved by the Board of Trustees will be fully compensated during their absence.

9. Applicants 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.

Leave application forms can be secured in the Office of Human Resources.