

Application for Type C Professional Development Leave

For Type C Leave criteria and conditions, refer to LRCFT contract Article 11, Section 11.7 (located on the reverse).

Deadlines: For Fall semester leaves, application should be submitted by April 1. For Spring semester leaves, application should be submitted by November 1.

Employee Request

Name _____ Empl ID _____ Department _____

College: ARC CRC FLC SCC Other _____

I request a Type C Leave for:

One Semester One Year Partial Maternity/Paternity Category A – Unpaid Leave

My preferred semester (year) of leave is:

First Choice _____

Second Choice _____

Signature

Date

Recommendation of Immediate Area Dean and Appropriate Vice President

Based on the educational program and staffing needs of the area, I recommend that the Type C Leave be taken:

Fall Semester _____

Either Fall or Spring _____

Spring Semester _____

Academic Year _____

Comments _____

Signature of Appropriate Dean

Date

Signature of Appropriate Vice President

Date

College President Approval

The time selected for the Type C Leave, as recommended by the Vice President, has my approval.

Signature of College President

Date

Human Resources Office

Verification of eligibility:

To Board of Trustees on _____

Eligible:

Not Eligible:

Formula hours accrued _____

Director, Human Resources

Date

Copy To: Employee Benefits (partial leave only)

Reviewed by: _____

Excerpt from Agreement between Los Rios College Federation of Teachers
and Los Rios Community College District

11.7 **Professional Development Leave, Type C**

11.7.1 Eligibility for Leave

Faculty who teach overloads without additional compensation may accrue the equivalent formula hours (EFHs) up to a maximum of thirty (30) equivalent formula hours which may be applied towards a Type C, Professional Development Leave.

11.7.1.1 The equivalent formula hour shall be determined each contract year and shall be based upon the proportionate level of pay at Class III, Step 1 that Schedule A bears to Schedule B.

11.7.1.2 A new agreement must be signed prior to the start of the semester or contract year in which the non-paid overload assignment occurs.

11.7.1.3 Fifteen (15) equivalent formula hours must be accrued prior to taking the leave and are required for each semester of Type C Leave.

11.7.1.4 Equivalent formula hours earned in excess of thirty (30) EFHs by the end of the semester / contract year, shall be paid to unit members in the semester when earned. Payment shall be based upon the appropriate Schedule B class and step of the unit member.

11.7.2 Duration and Timing of Leaves

11.7.2.1 Type C Leaves must be taken in one (1) semester/half year or full year increments, except as noted in Section 11.7.2.1.1.

11.7.2.1.1 Type C Leaves of less than a full semester may be used to supplement maternity/paternity leave under the provisions of Section 9.3.8.2 only. Type C Leave can be used to maintain full or partial paid status during the maternity/paternity leave period in the event the employee does not have sufficient sick leave to cover the absence during the period. Such use is available in the semester of the maternity/paternity leave and can also be used to maintain full or partial paid status for any workdays following the expiration of the maternity/paternity leave through December 31 (for fall semester leaves) and June 30 (for spring semester leaves).

11.7.2.1.2 Type C Leaves of less than a full semester may be used to supplement leaves without pay that qualify under Category A of Section 10.2. Type C Leave can be used to maintain full or partial paid status during the semester the leave commences through December 31 (for fall semester leaves) and June 30 (for spring semester leaves).

11.7.2.2 The semester or year selected must be mutually agreeable to the unit member and the District based on the educational program and staffing needs of the college.

11.7.2.3 Equivalent Formula Hours Determination

11.7.2.3.1 Formula hours accrued as of June 30, 1993, shall be converted to the equivalent formula hours based upon the terms and provisions of agreements previously signed by unit members.

11.7.2.3.2 For those unit members who have accrued EFHs as of June 30, 1993, the conversion rate stated in the original agreement shall be applied to non-paid overload formula hours earned after July 1, 1993, until a maximum of thirty (30) EFHs is accrued.

11.7.3 Application for Leave

11.7.3.1 The unit member shall apply for a Type C Leave by submitting a written request to his/her supervisor.

11.7.3.2 The request shall be reviewed by the College President and forwarded to the Director, Human Resources.

11.7.4 Salary and Benefits

Salary while on a Type C Leave shall be at the unit member's appropriate step on Schedule A. Regular health, dental and long-term disability benefits will be continued. Type C Leaves are exempt from Section 9.2.4. Faculty on Type C Leave shall receive service credit for salary advancement and retirement.

11.7.4.1 Faculty members are entitled to payment for unused EFHs if they leave the bargaining unit or retire.

11.7.5 Service Agreement

There is no service requirement upon completion of a Type C Leave.