#### LOS RIOS COMMUNITY COLLEGE DISTRICT

Management Board Agenda Item

Human Resources Transaction

□ ARC □	CRC	DO FLC/EDC	□ FM □ SCC	Other	
Employee Na	ame:	Last,	First	Middle Initial	Employee ID:

# LEAVE OF ABSENCE

Attach P-111 (Request for Pregnancy/Childbirth Leave) Or P-112 (Request for Leave of Absence)

Position	Type of Leave	With Pay (Percentage)	Without Pay* (Percentage)	Effective Dates		
*Continuation of prior unpaid leave of absence? Yes 🗆 No 🗖						

#### **REASSIGNMENT / TRANSFER**

Position /	Effective Date	
From	То	Effective Date

# **RESIGNATION** $\Box$ OR **RETIREMENT** $\Box$

Attach P-104 form-Resignation/Retirement form (required) and employee's letter of resignation/retirement (if submitted)

Position	Effective Date (Day following last day worked)

Signature \_\_\_\_\_

President/Vice Chancellor

Human Resources Use Only

Board Meeting Date \_\_\_\_\_

Associate Vice Chancellor, Human Resources

Date \_\_\_\_\_

P-676

Rev. 03/24

# Board Agenda Item Instructions and Information

# LEAVE OF ABSENCE

#### Attach P-111 (Request for Pregnancy/Childbirth Leave) Or P-112 (Request for Leave of Absence)

Types of leaves available to full-time faculty members include, but are not limited to, the following:

- Catastrophic
- Childcare
- D
- E
- Maternity
- Medical
- Military
- Paternity
- Personal\*

\* Personal leaves of absence resulting in a reduction of teaching load will be processed as a partial unpaid leave of absence.

For specific leave eligibility and benefits, please reference the LRCFT Bargaining Unit Agreement.

It is important to identify the type of leave of absence to allow for:

- District retiree benefit eligibility determination
- Proper access to leaves
- Service credit buyback opportunities

### **REASSIGNMENT / TRANSFER**

Human Resources and Fiscal Services consider all reassignments or transfers assignments (other than interim management assignments) as permanent changes until notified via a board item of a subsequent change. If an employee is being reassigned or their split assignment is being altered for a specific period of time, then a board item is to be submitted as a permanent change and another board item is to be submitted to change the employee back to their original split at the conclusion of the desired period.

#### **RESIGNATION / RETIREMENT**

Attach <u>P-104 form-Resignation/Retirement form (required)</u> and employee's letter of resignation/retirement (if submitted). The effective date of resignation/retirement shall be the day following the last day worked.