

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 [P-104 form- Resignation/Retirement form \(required\)](#) and employee's letter of resignation/retirement (if submitted).

The effective date of resignation/retirement shall be the day following the last day worked.