



Full-Time Faculty Board Agenda Item

Human Resources Transaction

ARC CRC DO FLC SCC Other: _____

Employee Name: _____
Last First Middle Initial

Empl ID: _____

LEAVE OF ABSENCE

[Attach P-111, P-112, or P-145 form]

Position	Type of Leave	With Pay (Percentage)	Without Pay* (Percentage)	Effective Dates
	Select One			
*Continuation of prior unpaid leave of absence? <input type="checkbox"/> Yes <input type="checkbox"/> No				

PRE-RETIREMENT WORKLOAD REDUCTION

[Attach P-601 form]

Position	Percentage		Effective Dates
	From	To	

REASSIGNMENT / TRANSFER

[Refer to Job Posting for Job Posting Number]

Job Posting Number	From (Position / Campus)
Effective Date	To (Position / Campus)

RESIGNATION / RETIREMENT

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

Position	Effective Date (Day following last day worked)

Signature: _____
President / Vice Chancellor

Date: _____

Once complete, submit this form to the HR Employment team for Full-Time Faculty at: HR-FTFaculty@losrios.edu

Human Resources Use Only

Board Meeting Date: _____

Vice Chancellor, Human Resources

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Instructions and Information

LEAVE OF ABSENCE

Attach completed [Pregnancy/Childbirth Leave of Absence \(P-111\)](#), [Leave of Absence \(P-112\)](#), or [Type-C Leave Application \(P-145\)](#) form.

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

C	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

PRE-RETIREMENT WORKLOAD REDUCTION

Attach completed [Pre-Retirement Reduced Workload \(P-601\)](#) form.

Beginning date of Pre-Retirement Workload Reduction must be the beginning of the Fall semester for Professors and Librarians and the beginning of the fiscal year for Counselors, Coordinators, and Nurses. Retirement date must be the end of the Spring semester for Professors and Librarians and the end of the fiscal year for Counselors, Coordinators, and Nurses.

REASSIGNMENT / TRANSFER

Human Resources and Fiscal Services consider all reassignments or transfers 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 Resignation/Retirement (P-104) form (required) and employee's letter of resignation / retirement (if submitted).

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

For 10-month faculty (professors and librarians), the last day worked is typically the last day of the semester as indicated on the [academic year work calendar](#). For 12-month faculty (counselors, coordinators, and college nurses), the last day worked is typically the last day of the 6-month work period (December 31st or June 30th) OR the last workday of the 6-month work period on the faculty member's Non-Instructional Faculty Work Schedule. The last workday must reflect the work calendar that is on file in Human Resources and cannot be modified for retirement/resignation purposes.