

1.0 Requests for Leave - Management and Confidential Employees

- 1.1 Employees shall submit requests for Short-Term Professional Growth Leaves through appropriate administrative channels to the Chancellor. The supervisor and the College President or Chancellor shall attach their recommendations to the request. The Chancellor may recommend to the Los Rios Community College District Board of Trustees that such a leave be granted.
 - 1.1.1 The request must state the reason for, the length of, and the beginning date of the leave.
 - 1.1.2 If the leave is to be combined with vacation to constitute leave for a semester, the request generally must be submitted six (6) months in advance of the date the leave would begin.
 - 1.1.3 The Human Resources Office shall maintain a schedule of such leaves to insure adequate administrative coverage at all times.
 - 1.1.4 Requests for leaves to attend meetings or conferences shall be sent through appropriate administrative channels to the Chancellor for approval.

2.0 Purpose and Length of Short-Term Professional Growth Leave

- 2.1 Leave shall not be granted for classes, courses of study, seminars, and training institutes that can be scheduled outside the workday. (Ed. Code §§ 87764 and 88190).
 - 2.1.1 Leave may be granted to cover time spent outside of class when the program is of sufficient intensity that requires the employee to be absent for one or more full days.
- 2.2 No combination of vacation and short-term professional growth leave shall result in an absence in excess of one semester.
- 2.3 The Chancellor may grant a leave of absence for attendance at conferences and meetings.

3.0 Coverage During Leave

- 3.1 Normally, coverage for the employee on leave will be handled internally and temporary replacement will not be hired.

4.0 Reimbursement for Classes - Management Employees

- 4.1 Classes taken outside the District:

- 4.1.1 The District will reimburse tuition fees up to \$1,000 a fiscal year, not to exceed a lifetime maximum of \$3,000, for any management employee who enrolls in and completes prior-approved classes with a grade of "C" or higher at any accredited college, provided the following criteria have been met:
- 4.1.1.1 The class has been approved in advance by the President or designee at the appropriate college, the appropriate Vice Chancellor or designee for non-campus based personnel, and the Associate Vice Chancellor, Human Resources for the District Office and Facilities Management staff.
 - 4.1.1.2 The class is related to the unit member's current position, or would contribute toward potential promotional opportunities in the District.
 - 4.1.1.3 The class is taken outside the scheduled work assignment and does not interfere with the employee's regular work schedule.
 - 4.1.1.4 The class is not offered through one of the Los Rios colleges.
 - 4.1.1.5 The employee has submitted the appropriate receipt and grade report or transcript with the request for reimbursement within three months of the conclusion of the class.

5.0 Reimbursement for Classes - Confidential Employees

- 5.1 Credit classes taken within the District:
- 5.1.1 The District will reimburse enrollment fees and cost of books, consistent with the dollar limits negotiated for LRCEA members, for any member of the Confidential Unit who enrolls in any of the District colleges or outreach centers. Classes must be taken outside scheduled work assignment, and books must be purchased at a Los Rios bookstore and required for the classes taken and completed under this section. Receipts and grade reports or transcripts must accompany request for reimbursement. Any amount received from selling the book should be deducted from the original cost.
- 5.2 Classes taken outside the District:
- 5.2.1 The District will reimburse tuition fees, consistent with the dollar limits negotiated for LRCEA members, for any member of the Confidential Unit who enrolls in and completes prior-approved classes with a grade of "C" or higher at any accredited college, provided the following criteria have been met:
 - 5.2.1.1 The class has been approved in advance by the President or designee at the appropriate college, the appropriate Vice

Chancellor or designee for non-campus based personnel, and the Associate Vice Chancellor, Human Resources for the District Office and Facilities Management staff.

5.2.1.2 The class is related to the unit member's current position, or would contribute toward potential promotional opportunities in the District.

5.2.1.3 The class is taken outside the scheduled work assignment and does not interfere with the employee's regular work schedule.

5.2.1.4 The Class is not offered through one of the Los Rios colleges.

5.2.1.5 The employee has submitted the appropriate receipt and grade report or transcript with the request for reimbursement within three months of the conclusion of the class.

LRCCD

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