

1.0 Requests for Leave - Management and Confidential Employees

- 1.1 The employee shall submit, in writing, a request for a Long-Term Professional Growth Leave through appropriate administrative channels to the Chancellor. The supervisor and the College Presidents or Chancellor shall attach their recommendations to the request. The Chancellor may recommend to the Board that such a leave be granted.
 - 1.1.1 The request must state the purpose of, length of and beginning date of the leave and whether compensation is desired.
 - 1.1.2 Such requests must be submitted by March 1 for leaves beginning during the next fiscal year.
 - 1.1.3 The Human Resources Office will maintain a schedule of such leaves to insure adequate coverage.

2.0 Compensation During Leave

- 2.1 If salary is to be granted, the employee shall agree to a service requirement following the leave. The service agreement will be prepared by the Human Resources Office and must be signed by the employee. The service requirement will require the employee to remain employed by the District for a minimum of two (2) years following completion of the leave. Should the employee leave the District prior to completions of the two years, the employee shall be required to repay the District the cost of salary and benefits, including health benefit premiums, which were provided to the employee during the period of the leave. If the employee completes a portion of the required service, a ratio shall be calculated based upon the amount of unserved time/service bears to the total required service period. Such ratio shall be applied to the total salary and benefit costs incurred by the District during the leave period and shall be owed to the District by the employee.

3.0 Coverage During Leave

- 3.1 The Chancellor may provide coverage during such leaves through temporary reassignments or limited term appointments as outlined in Board Policy and Administrative Regulations.

LRCCD

Adm. Regulation Adopted: 2/21/78

Adm. Regulation Revised: 2/18/81; 6/16/82; 7/5/89; 10/26/98; 11/28/05

Adm. Regulation Reviewed:

Board Policy: [P-9237](#)