

3025.

ADMINISTRATIVE REGULATIONS  
ON PROFESSIONAL DEVELOPMENT LEAVE

3025.1

Responsibility

The Vice President, Academic Affairs, shall administer this regulation.

3025.2

Service Eligibility

An applicant for Professional Development Leave must have rendered service in the District for at least six (6) years during the seven (7) years immediately preceding the Professional Development Leave; and not more than one (1) Professional Development Leave shall be granted in each seven (7) year period.

Credit for one (1) year is earned when an employee has served on paid status for fifty (50) percent of the number of days that the college is in session.

3025.3

Length of Leave

A Professional Development Leave may be granted for up to one (1) year and may be extended for additional time by the Board of Trustees upon request of the academic employee.

3025.4

Selection Committee

Professional Development Leave requests shall be reviewed by the Sabbatical Leave Committee along with the applicant's service records. This committee shall be composed of a manager, appointed by the Superintendent-President as chairperson, the appropriate vice president or designee, and three (3) faculty members. The faculty members are to be appointed by CCA-LBCC for three (3) year terms or to complete the terms of members who resign or retire.

The committee shall screen the applications, establish an order of priority, and recommend the qualified proposals to the Superintendent-President and the Board of Trustees for approval. The committee shall not recommend a Professional Development Leave unless the proposal, in appropriate format, meets the criteria described in 3025.7 and the services of the applicant are satisfactory.

If the Board of Trustees rejects a proposed Professional Development Leave application, it shall so advise the applicant in writing, stating the reason(s) for its action.

No Professional Development Leave shall be granted until the Superintendent-President is satisfied that suitable provision can be made for carrying on the employee's work during his or her absence.

3025.5      Limitation on Number of Leaves

The maximum number of leaves that can be granted each year shall be at the discretion of the Board of Trustees.

3025.6      Compensation and Salary Increases

No compensation is paid by the District for employees on Professional Development Leave. The instructor may keep any financial remuneration acquired during this leave.

The District will, upon request by the employee, continue the District-paid coverage under the fringe benefit insurance plan unless the leave employment provides comparable coverage.

Neither the District nor the employee may make STRS or PERS contributions for unpaid leave.

The unit member shall receive service credit for that year and any increment, the same as though he/she had been regularly employed.

3025.7      Proposals

The proposal must demonstrate that the Professional Development Leave provides benefits for the individual that relate to his/her assignment and activities in the District. Professional development may include but is not limited to additional schooling or training, participation in faculty exchange programs, involvement in research or acceptance of long-term assignments to other higher institutions, agencies, corporations, foundations or governments.

3025.8      Fulfillment of Professional Development Leave

Within three (3) months of returning to duty, the following shall be submitted to the Sabbatical Leave Committee:

1. All transcripts of work completed or a written report that shows how the objectives in the proposal were accomplished.
2. A copy of any book or article written or compiled during the Professional Development Leave, with a cover letter indicating the benefits to the college and the community.

An employee shall be considered as having completed leave requirements when the objectives of the proposal have been completed, reviewed by the Sabbatical Leave Committee and accepted by the Superintendent-President and Board of Trustees. Copies of Professional Development reports shall be kept on file in the library.

3025.9      Return to Service

The employee shall return to his/her tenured assignment upon completion of the Professional Development Leave, and then serve for a period of time at least equal to twice the length of the Professional Development Leave.

3025.10      Failure to Fulfill the Professional Development Leave Obligation

Should the employee not return to the District, serve the requisite term after returning or otherwise fail to fulfill his/her obligation as provided in 3025.8 and 3025.9, he/she shall repay the District any fringe benefits paid by the District. Should the employee return for a portion of the required period, the repayment will be reduced proportionately. Repayment shall be waived by the District in the event that the failure by the employee to meet his/her obligation(s) is caused by the physical or mental disability or death of the employee.

3025.11      Liability of School Board and District--Education Code, State of California, Section 87775

“Both the governing board of any district and the district shall be freed from any liability for the payment of any compensation or damages provided by law for the death or injury of any employee of the district employed in a position requiring certification qualifications when the death or injury occurs while the employee is on any leave of absence granted under the provisions of Sections 87763 to 87779, inclusive.”