

3026.

ADMINISTRATIVE REGULATIONS
ON PROFESSIONAL LEAVE FOR ADMINISTRATORS

3026.1

Responsibility

The Administrative Dean, Human Resources, shall administer these regulations.

3026.2

Service Eligibility

The applicant must have rendered service to the District in a full-time administrative position (Salary Schedule 8) for at least six (6) years during the seven (7) years immediately preceding the administrative leave.

Credit for one (1) year of service is earned when an individual has served at least fifty (50) percent of the fiscal year.

3026.3

Leave Application

The application for the leave must be approved by the appropriate Vice President and forwarded to the Superintendent-President and Board of Trustees for approval at least sixty (60) days prior to the proposed start of the leave.

3026.4

Coverage During Leave

An applicant, with the approval of the appropriate Vice President, shall make arrangements for coverage of his/her position by assignment of responsibility to another administrator(s), assignment of a teacher in-charge or assignment of an administrative intern.

3026.5

Limitation on the Number of Leaves

The number of leaves granted at any one time will be based upon the principle of "minimal negative impact on the District;" however, no more than ten (10) percent of the total number of administrators on Salary Schedule 8 shall be on administrative leave at the same time. This leave may be combined with any other leave with the approval of the appropriate Vice President and the Superintendent-President.

3026.6

Compensation

Compensation for administrators on leave shall be at their regular full-time rate and with all fringe benefits due them, had they remained on active service.

3026.7 Length of Leave

An administrative leave shall be granted for a period up to three (3) consecutive months. After returning from the initial leave, the administrator shall be eligible for a leave of two (2) consecutive months after working four (4) additional years or a leave of three (3) consecutive months after working an additional six (6) years.

3026.8 Completion of Leave and Return to Service