

## **Personnel – General**

### **E. Leaves of Absence**

#### **4058 Leave of Absence Without Pay**

Management and classified supervisory/confidential employees with regular or permanent or contract status may be granted leaves of absence without pay by the Board not to exceed one (1) fiscal year. Such leave shall be granted only upon written request to the Chancellor and at the convenience and best interests of the District and then only if the leave applicant has been employed in his/her current position for a minimum of four (4) years immediately preceding the request for leave unless otherwise allowed by the District. Leave requested for the purpose of employment with a different employer, including self-employment, shall normally not be granted. Employees whose employment status is based upon a multi-year written contract, shall only be eligible for such leave if upon being granted leave, the employee and District mutually agree to terminate the remaining term of the employment contract effective upon the date such leave is to begin. In addition, supervisory and confidential employees on such leave shall notify the District Human Resource Office no later than sixty (60) days prior to termination date of the leave; management employees no later than ninety (90) days prior to the termination date of the leave as to an intent to return to employment in the District. Failure to so notify will constitute and be considered as abandonment of the position. Management employees who return to employment at end of the leave, shall be placed in active duty paid status pursuant to provisions of the education code.