

Personnel-Management

Administrative Rules and Procedures:

4151 Administrative Professional Development Leave

1. An administrator requesting an Administrative Professional Development Leave shall submit a letter of application and written proposal including a detailed description of the proposed professional development activity to his/her immediate supervisor. Administrator's supervisor shall forward a copy of request and application to the College President or Chancellor for review.
2. A committee of three Administrative Association members will be established to review the application and proposal letter and make recommendations for or against the requested Administrative Professional Development Leave to the President or Chancellor for approval. The review committee shall be comprised of an administrator representing each of the three locations (Chabot, District, LPC) and the immediate supervisor of the administrator requesting the leave.

Applications for Administrative Professional Development Leave will be evaluated for appropriateness to community college education, contributions to the College/District and its mission, and the impact on the College/District at the point in time the leave is requested. A recommendation shall be submitted by the review committee to the President who will forward the committee's recommendation along with his/her recommendation, to the Chancellor. (District Office administrators' requests will be submitted by the review committee directly to the Chancellor.) The Chancellor will forward his/her recommendation to the Board of Trustees. The Board of Trustees' decision is final.

3. Applications for Administrative Professional Development Leave for up to one semester shall be submitted by December 1 for summer, February 1 for the Fall semester of subsequent academic year, and September 1 for leaves beginning Spring semester.
4. The following criteria shall be used to determine approval of the applicant's Administrative Professional Development Leave request:
 - a. Years of service as a District Administrator (Minimum requirement: five (5) continuous years of service as an administrator with CLPCCD)
 - b. Relationship of objectives to the College/District
 - c. Availability of funding for interim staff
5. Applicants shall be given notice of tentative acceptance or rejection within sixty (60) days following the due date for filing the application. If granted tentative approval, the request

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will be forwarded by the Chancellor to the Board of Trustees, who shall render the final decision. Administrative leaves will be limited to one (1) per College/District each year.

6. Upon his/her return to the College/District and within (90) days, a complete written report on activities, results, and outcomes of the leave must be presented to the administrator's supervisor and the President or Chancellor for deposit in the professional collection of the College or District. The written report must address how the new knowledge will be used.
7. Subsequent Administrative Professional Development Leave may be requested after eligibility has been re-established by service of an additional seven (7) consecutive years as a College/District administrator.
8. Administrators on leave shall continue to be paid their full salary and retain all accrued benefits during the period of Administrative Professional Development Leave.
9. The replacement for the administrator on leave will be determined by the President/Chancellor in consultation with the site administration. The District will first look to utilize internal faculty/staff replacements with the appropriate stipend and costs associated with adjunct replacements. If there are no internal candidates, external candidates can be considered.

Funding for Administrative Professional Development Leave:

Costs for any replacement administrators are paid from the Administrative Professional Development Leave Fund. The District will establish a funding base of no less than 1.5% of administrator salaries in the Administrative Professional Development Leave Fund before allocating funds to cover replacement administrators. Compensation to the administrator on professional leave shall be paid from the college/district budget. Any such funds allocated in one (1) year but not spent shall be added to the allocation for the following fiscal year. This fund shall be cumulative from year to year. Administrators shall have no vested rights in any funds allocated for professional leaves.