



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Retraining Leave of Absence: Request Form



Must be filed by October 1 for a Spring Semester Leave or by April 1 for a Fall Semester Leave.

Article 28 in the Agreement between the District and the Faculty Association states that a unit member or management may initiate a request for Retraining Leave.

Eligibility: The unit member must have been employed by the District as a Regular unit member for at least four (4) years prior to application for Retraining Leave. Exceptions to this timeline will be granted by the College President or designee.

Purpose: To enhance the effectiveness of the unit member's on-the-job performance and to broaden the unit member's Faculty Service Areas in the event of a Reduction in Force. See Article 28A.2 for further description of the purpose.

Requirements: The unit member shall enroll in an accredited college or university, or some other approved program acceptable to the District, which will qualify the individual to meet the minimum qualifications and competencies necessary to provide service in the area in which he or she is preparing to work.

Application: (Review Article 28 of the Agreement for Retraining Leave Requirements.)

Date: ____/____/____

Location: Chabot College Las Positas College

Employee Name: _____

Discipline: _____

Dates of requesting retraining leave: _____

Proposed program of retraining: (attach is necessary)

State reason for request:

Provide evidence of plan or study and/or training: (attach is necessary)

Management Decision:

- Approved
- Not approved: (give reason)

Reference: Article 28A.4 – Faculty Collective Bargaining Agreement