

PROFESSIONAL DEVELOPMENT LEAVES FOR ADMINISTRATIVE STAFF

AR 2095

I. PURPOSE:

The object of the administrator professional development leave program is to support administrative staff in enhancing their ability to perform their assigned duties, providing a substantial benefit to both the District and to the individual.

II. ELIGIBILITY:

Any full-time administrative employee who has satisfactorily completed four consecutive years of service in an administrative staff position at Cabrillo College may apply for an administrative professional development leave.

An administrator who served as a faculty member prior to his/her appointment to a management position may apply for an administrator professional development leave after two years of satisfactory service in the administrative position. District employees shall be eligible to be considered for a leave no more than once in four years.

III. APPLICATION PROCESS:

Applications shall normally be made once each year, the date to be established by the Superintendent/President. A plan for the leave shall be submitted in the specified format and include approval by the applicant's supervisor. Such leave proposals shall be recommended to the Superintendent/President who will make the final recommendations to the Governing Board.

IV. SELECTION:

The Management Professional Development Committee shall have the responsibility of reviewing all applications for administrative staff leaves and making recommendations to the Superintendent/President. Generally, no more than three administrative staff shall be granted a leave within a fiscal year. Selection shall be based on factors which include the length of time the applicant has been eligible, value of the project to the college and whether or not the administrator has previously been granted a professional development leave.

The leave, when granted, is based on a specific proposal the applicant has made, which may result in other leaves not being granted. For that reason leaves may not be changed after receiving approval, unless approved in advance by the Superintendent/President.

V. LEAVE REPORT:

Administrative staff returning from an administrator professional development leave shall be required to submit a report to the Management Professional Development Committee and Superintendent/President on how the stated objectives were accomplished.

VI. LENGTH OF LEAVE:

The administrator leave shall range from two weeks to four months per leave granted.

VII. COVERAGE DURING LEAVE:

Other administrative staff may handle the administrative duties of the person on leave, or it may be necessary to employ additional personnel as recommended by the supervisor and the administrator taking leave.

VIII. OPPORTUNITIES FOR MANAGEMENT EXPERIENCE:

The college encourages upward mobility for all employees. When seeking temporary replacement for administrative staff approved for professional growth leave, special consideration shall be given to temporarily promoting persons already in the Cabrillo work force, who have demonstrated the knowledge, skills and abilities to perform the duties of the person on leave. For example, faculty may be invited to replace division chairs who receive leaves. These opportunities for administrative experience shall be made available for the purpose of giving other administrators, faculty, and classified/confidential staff an opportunity to gain experience, on a temporary basis, in a new position.

When seeking to fill temporary vacancies, every effort shall be made to comply with the college's diversity goals.

IX. FUNDING:

In addition to providing professional opportunities for the college staff, another purpose of encouraging internal, temporary replacements is to avoid incurring unnecessary costs.

The college recognizes the value of these professional leaves to the professional development and enhancement of its administrators. However, it also feels that because of the benefit to its employees, the cost should be shared.

The employee going on leave will contribute to the cost of administrative replacements through a reduction in salary paid during the time that they are on leave according to the following schedule:

<i>Length of Leave Employee Contribution</i>	<i>% of Salary Paid by District</i>
Up to 20% leave 10%	90%
20% to 40% leave 20%	80%

The Governing Board will determine whether an additional annual budgetary allocation will be made to support the administrative professional development leave program.

X. REINSTATEMENT AFTER LEAVE:

Upon returning to the District from such leave, the employee shall return to the same or equivalent position.

The returning administrator shall submit a report to the supervisor, the Superintendent/ President and the Management Professional Development Committee. The committee will review the report and report to the Superintendent/President whether the agreed upon objectives of the leave were successfully met.

The administrator agrees to serve the District for a minimum of one year after returning from his or her leave.

Adopted: November 2, 1998