

EDUCATIONAL AND RETRAINING LEAVE POLICY

BP 5520

The Cabrillo College Governing Board may grant any classified employee a leave of absence not to exceed one year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the District.

The Governing Board may provide that such a leave of absence shall be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period. Any period of service by the individual intervening between the authorized separate periods shall comprise a part of the service required for subsequent leave of absence for study or retraining purposes.

Such leaves of absence, if granted, shall be done so in accordance with administrative regulations established by the District.

Any leave of absence granted under this policy shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing service for the granting of any subsequent leave under this policy.

Legal Reference: Education Code Sections 88221, 88222, 88223, 88224 and 88227.

Adopted: April 4, 1988