

4.15 RETRAINING LEAVE

4.15.1 Purpose of Leave

The purpose of the retraining leave is to provide tenured faculty the opportunity to prepare for a change in discipline. The need for such retraining will be determined by the District and may involve formal coursework, research, work experience, or other related activity approved by the District.

4.15.2 Length of Leave and Compensation

The length of the retraining leave will be determined by the specific approved retraining plan. Employees released from all or part of their normal assignment for the purpose of retraining shall earn pay and benefits as though they were working their normal assignment. The compensation shall be paid the employee while on leave in the same manner as if the employee were teaching in the District.

4.15.3 Application for Leave

Requests for retraining may be initiated by the faculty member or the District. If a need for retraining exists, the appropriate administrator, in consultation with the faculty member, will prepare a proposed retraining plan. The appropriate administrator will submit a recommended plan for consideration to the College President or his/her designee. Retraining plans are subject to the approval of the Chancellor and the Board of Trustees.

4.15.4 Verification of Completion

Each employee on an approved retraining plan must submit a verification of completion to the appropriate administrator. The verification of completion is subject to the approval of the appropriate College President or his/her designee. The verification may include, as appropriate, transcripts, verification of work experience, research reports, etc. to demonstrate compliance with the approved retraining plan. If the verification does not indicate full compliance with the approved plan, the leave may be deemed to have been wholly or in part a leave without pay requiring the employee to make financial restitution in whole or in part to the District within ten (10) months. In no event shall the employee be assessed more than the amount of pay received during the retraining leave period.

4.15.5 Return to Service

At the expiration of the retraining leave the employee shall be required to render service to the District for a period of time that is twice the length of time of the leave.

4.15.6 Salary Increase

Retraining leave shall count toward retirement and be considered as a regular service to the District for purposes of advancement on the salary schedule. Approved unit for courses of study during the leave may be applied toward salary advancement per the established regulations governing salary changes.