

## Administrative Regulation

Classified Employees, Other Leaves forA. Leave of Absence for Retraining

In the event that the Governing Board contemplates the abolition of positions in the classified service and creation of new positions because of automation, technological improvements, or for any other reason, it may provide for retraining of displaced employees in accordance with this rule.

To be eligible for retraining leave, an employee must:

1. Have served at least three years in the district
2. Be serving in a position which the district contemplates abolishing or show that the retraining will clearly benefit the district
3. Indicate a willingness to undergo the prescribed training program
4. Indicate a willingness to serve the district for at least two years following successful completion of the retraining program

The Board of Education shall prescribe the retraining program and may provide the program internally or designate the institution or place where the program is to be given.

The employee shall be considered permanent for all purposes during the period of the retraining program and shall receive normal compensation and benefits. The Board may prescribe duties, if any, to be performed by the employee on behalf of the district during retraining leave.

The Board shall provide for reasonable expenses necessary for the prescribed retraining, but it may recover costs from the employee if the employee fails to complete the prescribed retraining program.

The Board may establish retraining programs for purposes other than outlined in this rule and grant leaves of absence for retraining in the same manner as for study leaves of absence, except that the three-year service requirement shall prevail.

Such programs must be endorsed by the Commission and must be available to all qualified employees of the district, except that approval for such leave shall be discretionary with the Board of Education.

B. Leave of Absence Without Pay

Leave of absence without pay may be granted to permanent classified employees by the Board of Education upon written request of the employee and the approval of the superintendent or his/her designated representative, subject to the following restrictions:

1. An employee who has been granted a leave for 30 days or more shall complete one year of service before a second leave will be granted, except as otherwise provided.
2. Leave of absence shall not be granted for more than twelve consecutive calendar months except as otherwise provided.
3. Personal leave without pay may be granted to a classified employee by the employee's immediate supervisor for a period not to exceed two weeks.

The subject of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this regulation as they apply to employees in that unit.

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Ref: EC Sections 45190, 45261, 45380-45387

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