

**Human Resources**

**AP 7341 PROFESSIONAL DEVELOPMENT LEAVE  
(ADMINISTRATIVE)**

**Reference(s):**

Education Code Sections 87767 et seq., and 88221 et seq.

The district may grant a leave of absence for study and travel (sabbatical) to any administrator who has rendered service to the district for an established period of time described herein.

The standards of service that shall entitle the employee to the leave of absence are:

1. An administrator requesting a Professional Development Leave shall submit a letter of application and written proposal including a detailed description of the proposed professional development activity to his/her/their immediate supervisor.

Administrator's supervisor shall forward a copy of request and application to the college president or chancellor for review.

2. A committee of three Administrative Association members will be established to review the application and proposal letter and make recommendations for or against the requested Professional Development Leave to the president or chancellor for approval. The review committee shall be comprised of an administrator representing each of the three locations (Chabot, District, LPC) and the immediate supervisor of the administrator requesting the leave.

Applications for Professional Development Leave will be evaluated for appropriateness to community college education, contributions to the college/district and its mission, and the impact on the college/district at the point in time the leave is requested. A recommendation shall be submitted by the review committee to the president who will forward the committee's recommendation along with his/her/their recommendation, to the chancellor. (District Office administrators' requests will be submitted by the review committee directly to the chancellor.) The chancellor will forward his/her/their recommendation to the Board of Trustees. The Board of Trustees' decision is final.

3. Applications for Professional Development Leave for up to one semester shall be submitted by December 1 for summer, February 1 for the fall semester of the subsequent academic year, and September 1 for leaves beginning spring semester.
4. The following criteria shall be used to determine approval of the applicant's Professional Development Leave request:
  - a. Years of service as an academic administrator (Minimum requirement: six (6) continuous years of service as an administrator with CLPCCD)
  - b. Years of service as a classified administrator (Minimum requirement: seven (7) continuous years or, for retraining purposes, three (3) continuous years as an administrator with CLPCCD)
  - c. Relationship of objectives to the college/district
  - d. Availability of funding for interim staff
5. Applicants shall be given notice of tentative acceptance or rejection within sixty (60) days following the due date for filing the application. If granted tentative approval, the request will be forwarded by the chancellor to the Board of Trustees, who shall render the final decision. Professional Development Leaves will be limited to one (1) per college/District each year.
6. Upon his/her/their return to the college/district and within (90) days, a complete written report on activities, results, and outcomes of the leave must be presented to the administrator's supervisor and the president or chancellor for deposit in the professional collection of the college or district. The written report must address how the new knowledge will be used.
7. Subsequent Professional Development Leave may be requested after eligibility has been re-established by service of an additional seven (7) consecutive years as a college/district administrator.
8. Administrators on leave shall continue to be paid their full salary and retain all accrued benefits during the period of Professional Development Leave.
9. The replacement for the administrator on leave will be determined by the president/chancellor in consultation with the site administration. The district will first look to utilize internal faculty/staff replacements with the appropriate stipend and costs associated with adjunct replacements. If there are no internal candidates, external candidates can be considered.

**Funding for Professional Development Leave:**

Costs for any replacement administrators are paid from the Administrative

Professional Development Leave Fund. The district will establish a funding base of no less than 1.5% of administrator salaries in the Administrative Professional Development Leave Fund before allocating funds to cover replacement administrators. Compensation to the administrator on professional leave shall be paid from the college/district budget. Any such funds allocated in one (1) year but not spent shall be added to the allocation for the following fiscal year. This fund shall be cumulative from year to year. Administrators shall have no vested rights in any funds allocated for professional leaves.

No absence from the service of the district under a leave of absence, other than another professional development leave, shall be deemed a break in the continuity of service required by this section, and the period of the absence shall not be included as service in computing the consecutive years of service requirements in this section.

Service under a national recognized fellowship or foundation approved by the Board of Governors, for a period of not more than one year, for research, teaching or lecturing shall not be deemed a break in continuity of service, and the period of the absence shall be included in computing the consecutive years of service requirements in this section.

Every employee, as a condition to being granted a leave of absence pursuant to this procedure, shall agree in writing to render a period of service to the district following his/her/their return from the leave of absence that is equal to twice the period of the leave. This agreement shall be consistent with provisions of Education Code sections 87770 or 88224, whichever is applicable.

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**Adopted:** June 16, 2015  
**Board Reviewed:** January 20, 2026