

**Human Resources**

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

**Reference(s):**

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

A member of the administrative staff may be granted, upon favorable review by the appropriate administrative supervisor, recommendation by the college president or chancellor, and approval by the Board of Trustees, an educational or professional development leave for up to one semester in length. Such a leave must be consistent with the interests of the college/district, and related to the administrator's area of responsibility.

Professional Development Leaves shall be granted only after determination that the leave will not have a negative impact on college/district operations, with the assurance that appropriate provision can be made for carrying out the administrator's work during the leave period.

The purpose of the leave is to provide a substantial block of time and commitment for a major professional development activity which will ultimately benefit the college/district. Leaves may be granted for purpose of study, research, and/or improvement of administrative skills, to take advantage of an opportunity which will result in more effective leadership and service to the college/district.

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**Adopted:** July 21, 2015

**Board Reviewed:** February 17, 2026