

Administrative Regulation

Classified Employees, Leave for Study

Every regular classified employee who has completed seven consecutive years of service in regular status with the district shall be eligible to apply for a leave of absence for study purposes. The granting of such leave shall be entirely discretionary with the appointing authority. When a study leave has been authorized and taken, an additional seven years of service, after return to duty from the last leave, must be completed before another study leave may be granted.

Study leave can be for any period of time not to exceed one year and may be taken in any time increments as approved by the Board of Education, but must be completed within three years after the initial part of the leave was commenced. If the leave is not continuous, the service performed between the leave intervals shall be credited toward future study-leave eligibility.

Any leave granted and taken under this rule shall not constitute a break in service for any purpose, but the leave time shall not count toward eligibility for a future study leave.

The employee must file an application with the Governing Board for a leave of absence under this rule and must outline:

- A. His/her work history with the district (e.g., positions held and length of service in each)
- B. Length of leave requested and time period in which the leave will be completed if granted
- C. The purpose for which the leave is requested. The application must include the complete course of study to be pursued, institution giving the course, costs involved, degree of credits to be granted, and other pertinent data.
- D. Amount of compensation requested while on leave
- E. Service, if any, to be performed by the employee for the district during the leave
- F. The benefits to be derived by the district by granting the leave
- G. Willingness by the employee to provide a bond to the district as required by law

- H. Willingness to provide the district evidence of satisfactory study progress at agreed intervals during leave. Failure to provide such evidence or to make satisfactory progress may, at the option of the district result in immediate cancellation of the leave.
- I. Agreement by the employee that he/she will report any employment during the leave to the Office of Personnel Services which shall determine whether conflict exists with the purpose of the leave.

If a leave is granted under this rule, the employee will be paid, as a minimum, the difference between what his/her salary or wage would have been had he/she not been on leave and the salary paid the substitute employee. In lieu of the minimum, the Board and employee may agree, in writing, to greater compensation. If the Board approves compensation greater than the minimum, it shall be not less than one half of the employee's formal rate of compensation and not more than full compensation.

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.