

<b>Title</b>	: <b>Improvement Leave</b>	
<b>Number</b>	:	<b>4310.08</b>
<b>Approved</b>	:	<b>06/12/25</b>
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<b>Reference</b>	:	

Improvement leave opportunity is provided for any employee whose position requires a minimum of a four-year college degree and whose position is not funded from an external source. All improvement leave is subject to District Governing Board approval. Any faculty person whose position is funded from an external source must have improvement leave approved by the external funding source and the District Governing Board. Additional criteria as set forth below will normally be applicable.

Criteria for Receiving Improvement Leave

- A. The employee has served the College for at least six (6) consecutive years.
- B. The employee presents an application for such leave no later than January 1st preceding the academic year in which the leave is to be taken.
- C. The leave is clearly calculated to contribute to the best interest of the College.
- D. The President, Vice President of Academic and Student Affairs, and the appropriate academic Dean recommend the applicant to the District Governing Board.
- E. A qualified replacement is available and can be employed in one of the minimum salary categories.
- F. The employee agrees that if granted the leave he/she will return to the College at the discretion of the District Governing Board for a period of at least two academic years following the completion of the leave. Failure to return or leaving before finishing the two academic years will result in the employee repaying all, or part of the improvement leave stipend proportionately equal to the percentage of time not completed, as agreed in writing.

An eligible employee may be granted improvement leave at the following salary:

- A. One semester leave with the total annualized salary adjusted to equal two-thirds of the regular full-time salary for one academic year.
- B. One academic year leave with the total annualized salary adjusted to equal one-half of the regular full-time salary for one academic year.

Such contract salary will be the salary for the employee during the year the leave takes place.

Employees on improvement leave shall continue to earn fringe benefits based upon what their contracted salary would be if they were on duty at the College except that no payment for credits earned will be applicable until the employee returns to full-time service. An explanation of these provisions shall be included in the contract of any employee on such leave.

No more than four percent (4%) of the employees eligible for improvement leave shall be on such leave at any time.

