



Board Agenda Item  
Instructions and Information

**LEAVE OF ABSENCE**

Attach P-111, P-112, or P-145 form.

Types of leaves available to full-time faculty members include, but are not limited to, the following:

- C
- Catastrophic
- Childcare
- D
- E
- Maternity
- Medical
- Military
- Paternity
- Personal\*

*\* Personal leaves of absence resulting in a reduction of teaching load will be processed as a partial unpaid leave of absence.*

For specific leave eligibility and benefits, please reference the LRCFT Bargaining Unit Agreement.

It is important to identify the type of leave of absence to allow for:

- District retiree benefit eligibility determination
- Proper access to leaves
- Service credit buyback opportunities

**PRE-RETIREMENT WORKLOAD REDUCTION**

Attach P-601 form.

Beginning date of Pre-Retirement Workload Reduction must be the beginning of the Fall semester for Professors and Librarians and the beginning of the fiscal year for Counselors, Coordinators, and Nurses. Retirement date must be the end of the Spring semester for Professors and Librarians and the end of the fiscal year for Counselors, Coordinators, and Nurses.

**REASSIGNMENT / TRANSFER**

Human Resources and Fiscal Services consider all reassignments or transfers assignments (other than interim management assignments) as permanent changes until notified via a board item of a subsequent change. If an employee is being reassigned or their split assignment is being altered for a specific period of time, then a board item is to be submitted as a permanent change and another board item is to be submitted to change the employee back to their original split at the conclusion of the desired period.

**RESIGNATION / RETIREMENT**

Attach P-104 form (required) and employee's letter of resignation / retirement (if submitted).

The effective date of resignation/retirement shall be the day following the last day worked.