

7. How would this activity benefit you, the District, and its students?

8. How will you evaluate the effectiveness of this leave?

9. How do you plan to share the results of the studies, projects or activities with your college and/or worksite community?

If awarded this Long-Term Staff Development Leave, I agree to complete the activity that I have proposed and provide a detailed report at the conclusion of the activity to the Staff Development Leave Committee. Furthermore, I agree to resume my duties at the conclusion of the Staff Development Leave and remain in District service for twice the length of time as the leave (or 2 years for Management and Confidential staff). I have read the provisions within the collective bargaining agreement and/or District Board Policies and Regulations governing this leave and agree to abide by them. I understand and will accept the penalties for non-compliance as stated in the collective bargaining agreement and/or District Board Policies and Regulations.

Applicant Signature

Date

Approval of Immediate or Appropriate Supervisor

The activity as stated in the application has / does not have my approval.

Supervisor: If approved, please indicate on a separate sheet of paper how the on-going responsibilities of the applicant will be fulfilled during the period of the leave.

Supervisor Signature

Date

Approval of Department Manager

The activity as stated in the application has / does not have my approval.

Department Manager Signature

Date

Approval of College President / Vice Chancellor

The activity as stated in the application has / does not have my approval.

College President / Vice Chancellor Signature

Date

Please forward this form to the Director of Human Resources for classified staff.

Tuition Reimbursement (limited duration)

Upon completion of the Long-Term Staff Development Leave, an employee may submit in writing to the Staff Development Leave Committee a request for tuition reimbursement. In order to qualify, the employee must have maintained a 2.0 grade point average during the period of the leave and must provide a receipt from the college or university validating the amount paid and the period covered. An **official transcript (must remain in sealed envelope)** must also be submitted.