

## 1.0 Request for and Granting of Leaves

- 1.1 The employee will submit to the supervisor a letter requesting long-term personal leave for health, child care or pressing personal problems. If the leave is for health reasons, a physician's statement verifying the need for such leave must also be submitted.
- 1.2 The request must be forwarded through the appropriate administrative channels, with a recommendation from the supervisor and the College President, to the Chancellor. The Chancellor may recommend to the Board that such a leave be granted. Extensions of such leave shall be handled in the same manner.
- 1.3 An employee whose leave is under consideration by the Board will be notified in advance of the time, place, and date of the Board meeting.

## 2.0 Reinstatement

- 2.1 The employee on leave shall submit a request for reinstatement to the supervisor. If the leave was taken for health reasons, a physician's statement verifying the employee is fully able to assume all duties of the position must be submitted with the request.
- 2.2 Upon verification of ability to resume duties, the employee will be restored to regular status if regular status had been previously earned.
- 2.3 If, at the conclusion of the leave, the employee is medically unable to assume the duties of the position and an extension is not granted, the employee will be placed on a reemployment list of thirty-nine (39) months. At any time during the thirty-nine (39) months that the attending physician verifies the employee's ability to perform the duties of the formerly assigned position, the employee will be reemployed in a vacancy in the classification of the previous assignment. Such employees will have preference over all other candidates except those employees laid off for lack of work or funds, in which case the employee shall be listed in accordance with seniority regulations. The District's obligation to a reemployment candidate terminates if the employee fails to accept an employment offer in the classification to which the employee was formerly assigned.

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