



**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES AND  
EQUAL OPPORTUNITY**

**INSTRUCTIONS FOR COMPLETING THE  
STAFF DEVELOPMENT LEAVE APPLICATION**

1. Complete pages 1 and 2 of the application.
2. If you plan to take course work, attach course descriptions.
3. Obtain the recommendation and signature of your supervisor (page 3).
4. Obtain the signature of the Dean who is responsible for your work unit and the College President. (For Central Services employees, obtain the signatures of the supervisor and department Director.)
5. Submit the completed application to the District Office of Human Resources no later than 4:30 p.m. on December 15.