

Article 17

**PROFESSIONAL DEVELOPMENT LEAVES**

- 17.9 A regular faculty employee who wishes to apply for a Professional Development Leave shall file a written application (Appendix P1) with the District Office of Human Resources for review by the District Professional Development Leave Committee with a copy to the President or his or her designee by October 15 of the school year preceding the year during which the leave is to be taken. To be considered by the Professional Development Leave Committee, all application materials shall be received by the District Office of Human Resources by the October 15 deadline date. It is the responsibility of the faculty employee to deliver the completed and signed application materials and required copies to the District Office of Human Resources. Application materials not received by the deadline shall not be reviewed by the District Professional Development Leave Committee.
- 17.9.1 Notwithstanding the above, a faculty employee who, through no fault of his own or her own, has an application absent of the administrative comments required by Section 17.11, shall submit a copy of all remaining application materials to the District Office of Human Resources by the due date. In such cases, the application shall be considered timely.