

**RECRUITMENT OF A REPLACEMENT FOR A
CLASSIFIED MANAGER ON SABBATICAL LEAVE**

1. The purpose of the sabbatical leave replacement position will be broadly announced throughout the District.
2. At least one eligible manager from each college (more than one with approval of President) is encouraged to apply for a replacement position each year.
3. This program may be utilized in the area of cross-training of managerial employees. Therefore, College Presidents have first option to replace a manager with another manager if such action will serve to promote program goals.
4. Affected job descriptions will be reviewed by site managers and the Chief Human Resources Officer at the time that sabbatical leaves are approved. The purpose of revising minimum and desirable qualifications as necessary is to allow as much opportunity as possible to achieve program goals.
5. Currently utilized District and College employment procedures will be followed.
6. The District will arrange for overlap periods at the beginning and end of a manager's leave. The manager and replacement will work together for not more than ten (10) working days prior to and not more than five (5) working days after the leave for the purposes of orientation, training, debriefing and accomplishing smooth transitions.