Peace Corps Leaves of Absence for all Personnel

1. **Definition.** A Peace Corps leave of absence is one granted to permit an employee to accept an appointment to serve in the Peace Corps.

2. **Application Procedure.** Inquiries regarding the Peace Corps and requests for questionnaires relating to service therein may be made to:

   Peace Corps
   Washington, D. C.

   Formal request for a Peace Corps leave should be made after acceptance by the Peace Corps and determination of probable dates of beginning and end of leave.

3. **Eligibility Requirements, Certificated**

   **Status:** Employee must hold permanent status on the date of application for the leave.

   **Service:** During the two preceding consecutive semesters, the employee must have either (a) if assigned full time, received pay for the number of hours equivalent to 130 days of full-time service or have been on a sabbatical, federal grant, or exchange leave, or (b) if assigned part time, been in paid service (other than illness or injury) during at least seven pay periods (Admin. Guide 3272).

4. **Eligibility Requirements, Classified.** A regular classified employee may be granted a Peace Corps leave at any time.

5. **Length of Leave.** Leaves for service in the Peace Corps shall be granted for a maximum period of four semesters (certificated) or two years and one month (classified) only.

6. **Effect on Benefits**

   a. **Step Advance.** When acceptable evidence of satisfactory Peace Corps service is presented, credit is allowed for a maximum of four semesters (certificated) or two years and one month (classified) on the same basis as though such experience were
an assignment to active service with the Los Angeles Community College District (Board Rule 10533, Pers. Com. Rule 805).

b. **Retirement.** Service on a Peace Corps leave is not creditable for retirement purposes and no retirement contributions are required.

c. **Columnar Advance.** (For certificated personnel on Preparation Salary Schedule.) Points toward salary columnar advance may be earned in conformance with established procedures (see PG B330).

d. **Examinations.** Classified employees may take examinations and/or be certified from eligible lists as provided in Personnel Commission Law and Rules (PC 805, Section 3).

e. **Sabbatical.** Time spent on a Peace Corps leave will not count for sabbatical service requirement. It will not, however, break the continuity of service.

f. **Other.** No other benefits (vacation, accumulated illness, etc.) shall accrue during the period served on a Peace Corps leave. For classified employees, earned vacation may be taken either prior to or after return from Peace Corps leave.

7. **Request Procedure.** Requests will be accepted at any time and approved by the employee's college president or division head subject to availability of suitable replacement.

   a. **Certificated.** Submit Form C131 and notification of Peace Corps Appointment to the college president or division head for approval and transmittal to the Personnel Operations Branch.

   b. **Classified.** Submit Form C1002 and notification of Peace Corps appointment to the college president or division head for approval and transmittal to the Personnel Operations Branch.

References: Educ. Code 87763-4, 88190

Admin. Guide 3272
Pers. Com. Rule 805