

Sick Leave and Other Leaves of Absence

Information on all of the leave of absence categories can be found in the CCFT/District agreement in Section 6 (<http://www.ccft.org>).

Leave of Absence Form: Request for Pre-Approved Leaves (complete prior to a planned absence) and Leave of Absence Report (complete following an absence)

Field Trips

See Board Policy 5110

Field trips are encouraged to furnish the student with knowledge and educational experiences not available in the classroom. Trips may be taken during class hours or at other specified times.

1. Approval for each educational field trip shall be secured in advance of any other action from the Division Chair/Director and the appropriate Dean of Instruction or Vice-President. Faculty shall complete the request for Field Trip Site approval form. Contact your Division Assistant for field trip forms.
2. Students attending a field trip shall complete a Field Trip Student Participation Form. Contact your Division Assistant for a copy of this form.
3. Arrangements for field trips shall be made by the instructor only after approval is granted. The use of District vans is scheduled with Physical Plant. All related transportation costs are charged to the department.
4. (Refer to Board Policy R7950, Guidelines for Use of District Vehicles.)
5. When a District vehicle is not available, faculty may, upon approval, rent a vehicle.
6. No group shall be authorized to take a field trip if any student will be excluded from participation due to lack of sufficient funds. (5CCR 55450)
7. The fulfilling of the above requirements shall be the responsibility of the instructor in charge of the field trip.
8. Alternate instructional class sites may be scheduled. In those cases, students shall be instructed to meet at the site.