

Sabbaticals for Professional Staff and Administrators

OPERATIONAL POLICY STATEMENT

Professional staff and Administrators are eligible to apply for a professional leave of absence (sabbatical) after six continuous years of full-time service to the College in a professional or, previously, faculty status, or after six continuous years since the last sabbatical. The purpose of the sabbatical will be for study or project work in relation to high priority strategic directions of the College or for other intellectual developmental pursuits. Granting of sabbaticals will be based on budget, staffing and programmatic limitations.

Employees granted a sabbatical leave for one-half their annual assignment will be eligible for salary equal to 100 percent of their normal salary for the period of the sabbatical, plus applicable employee benefits, to include: FICA, life, health, dental, LTD and retirement contributions. Sick and vacation leave do not continue to accrue during the sabbatical period. Accumulated days of sick leave will not be reduced as a result of illness during the sabbatical. For a full year sabbatical leave, the employee will be eligible for 60% of normal salary plus benefits.

Professional staff and Administrators granted a sabbatical leave are required to return to the College and resume duties for a period of two years immediately following the year of the sabbatical. If the sabbatical is for one-half year, unless excused by the College President, the employee must return to the College for the remainder of the year along with the two-year requirement noted above.

Upon return, the employee may be assigned to other duties than those assigned when he/she took the sabbatical, but with no loss of pay or benefits. This will be agreed to in writing and will be a part of the application process. Following the sabbatical, if the employee does not fulfill this obligation, they will be required to make repayment of salary and benefit costs incurred by the College during the sabbatical period. The College reserves the right to terminate the employment arrangement, releasing them from the two-year requirement.

PROCEDURE

A letter of application for sabbatical should be made to the employee's supervisor and each successive supervisor, including the Executive Dean, must approve the application and indicate, in writing, their support. The Executive Dean will recommend approval or non-approval of the sabbatical to the President by January 1 of the year preceding the fiscal year of the requested

sabbatical. If the applicant reports directly to the President, the application will be submitted directly to the President.

The President will, prior to the February Board meeting, inform the employee of his or her intent to recommend the sabbatical. The President will, in February, submit to the District Governing Board the applications which he/she recommends for approval at the February Board meeting.

OPERATIONAL POLICY HISTORY

Formerly Policy 2.8.3, Adopted 1/25/2000

Renumbered to Policy 2.44 in 10/2014

Revised to "Operational" Policy 3/5/2021
