

SALARY AND LEAVES COMMITTEE

2018-19

ARTICLE 16: LEAVES OF ABSENCE

- 16.K. Sabbatical Leave: The District fully recognizes sabbatical leaves as a significant means of providing faculty with the opportunity for professional growth and new or renewed intellectual achievement.
- 16.K.1. Purpose: A sabbatical leave is a means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness broadened, and the College's academic program strengthened and developed through formal study, independent study, work experience, or any combination thereof. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and/or travel. As such, sabbatical leaves are a temporary reassignment from basic assignment duties so that the unit member may instead dedicate his/her time to improving the quality of the education provided by the College.
- 16.K.1.a. Formal Study: A sabbatical leave may be granted for a request involving twelve (12) semester units per term (or equivalent) taken at a regionally accredited institution. Such units must be approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- 16.K.1.b: Independent Study: A sabbatical leave may be granted for a plan of independent study, research, writing, and/or travel equivalent in time and rigor to sabbatical for formal study. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students. In addition, sabbaticals for independent study must generate tangible products of use to students.
- 16.K.1.c: Work Experience: A sabbatical leave may be granted for contracted work or externship with other educational institutions, government agencies, corporations, or foundations related to the applicant's discipline. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- 16.K.2.: Application for Sabbatical Leave:
- 16.K.2.a.: The application for sabbatical leave shall include a statement of the relationship between the proposed sabbatical activity(ies) and the applicant's current or prospective service to the College and of the benefit(s) that the District shall accrue because of the leave.
- 16.K.2.b. The application shall be evaluated by the Salary and Leaves Committee, which shall be composed of three (3) faculty members appointed by the Faculty Association, and three (3) managers appointed by the President.
- 16.K.2.c. The application shall be followed without change unless the applicant secures prior approval of the Committee. Once the sabbatical leave has been approved, any change in plans must be submitted in writing to the Salary and Leaves Committee for prior approval. Changes beyond the control of the applicant while on leave will not constitute a breach of the sabbatical leave agreement.
- 16.K.3. Eligibility for Sabbatical Leave: Any full-time certificated unit member who has served the District for seven (7) consecutive years in a full-time capacity may apply for sabbatical leave, providing the applicant's anticipated years of employment are at least two (2) times the period of the leave, after return to duty, before retirement. The equivalent of seven (7) full-time consecutive years of service may be accumulated by summing consecutive years of adjunct service at the college (30 LHE is equivalent to 1 year) with full-time assignments, if any.

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- 16.K.4. Previous Leave Computation: Military leave or leave previously approved by the Board shall not be deemed a break in continuity of service, but the period of such leave shall not count in computing the seven (7) consecutive years required under Section 16.K.3. One (1) semester of full-time employment in the District shall be counted as one-half year of service.
- 16.K.5. Length of Sabbatical Leave: Sabbatical leave shall be granted for not more than two (2) full terms or less than one (1) full term for 10-month unit members. Unit members with 11- or 12-month contracts shall be granted sabbatical leaves for a period that is equivalent to a full year's assignment or for a half year, as determined appropriately for the 11- or 12-month assignment. If a unit member is granted a sabbatical leave for one (1) or two (2) terms or a full or partial portion of an 11- or 12-month assignment, this shall be construed as fulfilling his/her entire entitlement to sabbatical leave privileges until he/she shall have served another seven (7) years as a certificated employee of the District. In certain limited circumstances based on specific and demonstrated need to the applicant's program, approval may be granted for an applicant to take the leave over a two-academic-year period. The applicant will be required to designate, upon application, the specific terms he/she desires within the two-academic-year period and to explain clearly and in detail the time requirements of the proposed sabbatical activity(ies).
- 16.K.6. Application for Sabbatical Deadline: Applicants for sabbatical leave shall file a written request, through the Salary and Leaves Committee and following appropriate procedures, with the Board on or before December 1, immediately preceding the fiscal year during which the sabbatical leave is to be granted.
- 16.K.7. Recommendation: The unit member requesting the sabbatical leave shall secure the recommendation of his/her department chairperson and the appropriate administrator before submitting his/her application to the appropriate Vice President for recommendation prior to submitting the completed application to the Salary and Leaves Committee for its review.
- 16.K.8. Process for Approval: The Salary and Leaves Committee shall use the following standards in forwarding sabbatical applications to the Board of Trustees.
- 16.K.8.a. Completeness: All applications shall be reviewed for completeness by the Office of Instruction within five (5) working days of the initial submission deadline. If the application is declared to be incomplete (required components not included with the proposal), the applicant shall be notified and have an additional five (5) working days to submit any additionally requested information.
- 16.K.8.b. Criteria: The Salary and Leaves Committee shall propose objective rating criteria which are subject to approval by both the Association and the District. Such criteria shall equally weight the value of the proposed scheduled activities to the College and to the applicant's professional growth/enrichment.
- 16.K.8.c. Notification of Committee Recommendation: The Salary and Leaves Committee shall evaluate all complete proposals and rank only those proposals determined to be acceptable. The Salary and Leaves Committee will forward to the Board of Trustees the proposals recommended by the committee in ranked order. The committee shall send written notification to all applicants regarding the committee's recommendations.
- 16.K.8.d. Approval by Board of Trustees: The Salary and Leaves Committee shall annually submit the prioritized list of unit members recommended for sabbatical leave in sufficient time to be placed on the agenda for a February meeting of the Board of Trustees. The Board shall take action on the list of applicants for sabbatical leaves no later than the second regular Board meeting following the submission of the list. It is the intent of the District to advocate on behalf of ranked sabbatical proposals recommended to the Board.

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- 16.K.8.e. Notification of Board Action: The Salary and Leaves Committee shall send written notification to each applicant regarding the action taken by the Board. In the event that applications recommended by the Committee were not authorized by the Board, these applications will automatically be submitted and re-ranked by the Salary and Leaves Committee the next year along with new applications. The applicant may choose to withdraw his/her proposal for consideration the subsequent year.
- 16.K.9. Return of Applications: All applications not approved for consideration by the Board of Trustees will be returned to the applicants.
- 16.K.10. Limits and Responsibilities while on Sabbatical Leave: Before sabbatical applications can be approved, adequate unit member replacement must be available.
- 16.K.10.a. Unit members on sabbatical leave shall not teach classes at the College while on sabbatical leave unless a class is specifically identified in the application for sabbatical as integral and necessary to the Sabbatical Leave project.
- 16.K.10.b. Unit members on sabbatical leave shall not maintain assignments at the College for reassigned time or grant-related assignments and responsibilities during the leave period unless such assignment is specifically identified in the application for sabbatical as integral and necessary to the Sabbatical Leave project.
- 16.K.10.c. Unit members with sabbatical leaves that include proposed courses as part or all of the sabbatical activities shall communicate in writing with the Salary and Leaves Committee, through the Chair of the committee, any changes in plans for courses that were proposed. Approval must be secured for substitute courses or activities for courses that are found to be unavailable.
- 16.K.11. Written Agreement: Prior to taking a sabbatical leave, the unit member must enter into a written agreement with the Board of Trustees, in which the conditions of the sabbatical leave are clearly stated and mutually agreed upon. Such conditions shall include the requirements of a period of service by the unit member, after conclusion of the leave, which is equal to two (2) times the period of leave, and the submission of a written report which is deemed acceptable by the Salary and Leaves Committee.
- 16.K.12. Compensation: While on sabbatical leave, the unit member shall receive as compensation 80% of his/her basic salary for one full contract year or 80% of his/her salary for one-half contract year. For regular adjunct unit members (3/5 or more), the percent factor shall be applied to the fraction of full-time service performed during the year, immediately preceding the beginning of the sabbatical leave. Compensation shall be based on the basic salary the unit member would have received during the period of the leave had he/she continued in regular service during such period, exclusive of additional pay for extra duty. Whether paid by calendar month or academic month, the unit member on sabbatical leave shall be paid monthly as though the unit member were at work in the District.
- 16.K.13. No Prejudice of Advancement: The fact that a unit member takes a sabbatical leave shall in no way prejudice his/her normal advancement on the salary schedule or level of responsibility.
- 16.K.14. Effect on Retirement Status: A period of sabbatical leave does not affect retirement status provided retirement contributions shall be made for the period of the leave. Retirement contributions shall be made on the basis of the sabbatical leave compensation and in accordance with the Education Code and provisions of the State Teacher's Retirement System.
- 16.K.15. Benefits While on Sabbatical Leave: Full employee benefits shall be paid by the District during the period of sabbatical leave as per Article 8 of this Agreement.
- 16.K.16. Written Sabbatical Report: Each unit member who takes a sabbatical leave shall submit an acceptable written report to the Board through the Salary and Leaves committee. This report will include a

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- detailed account of the sabbatical activity(ies) and a statements concerning the benefit and value of the sabbatical activity(ies) to the College and to the unit member's professional growth and enrichment. Procedures and guidelines established by the Salary and Leaves Committee, for the submission of such a report on a completed sabbatical leave, shall be made available to all sabbatical applicants and other unit members upon request. The sabbatical report will be due no later than the first working day of the second academic month of the next academic year.
- 16.K.17. Physical Examination: The Board of Trustees may require a physical examination, at District expense, by a licensed physician or licensed practitioner before and/or after the sabbatical leave.
- 16.K.18. Withdrawal of Sabbatical Application: If a unit member submits a request for sabbatical leave and withdraws it after December 1, he/she shall be prohibited from applying again for a period of two (2) years. This restriction shall not apply if verified and reasonable circumstances force the unit member to withdraw the application.
- 16.K.19. Incomplete Sabbatical Leave: If the sabbatical program is interrupted or terminated because of serious accident, illness, or other unforeseen extenuating circumstances, this shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid the unit member under the terms of the leave agreement provided, however, that the Board of Trustees, through the Salary and Leaves Committee, shall have been notified promptly of the circumstances and has granted approval. If such notification and/or approval is not received, the unit member shall return to duty if capable and shall not be eligible for another sabbatical leave for another seven (7) years.
- 16.K.20. Service After Sabbatical Leave: After return from sabbatical leave, if the unit member does not serve for the entire period of service agreed upon, the amount of compensation paid for the leave shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. In case of death, the member or his/her estate shall not be required to return compensation received from the District during the sabbatical leave, but payment shall cease upon the death of the unit member on leave.