

# SALARY AND LEAVES COMMITTEE

## 2017-18

### SAMPLE SABBATICAL LEAVE OF ABSENCE AGREEMENT

(To be compiled by Human Resources and sent to applicant after approval of Sabbatical Leave)

This is an agreement between the Mt. San Antonio Community College District (hereinafter referred to as District) and \_\_\_\_\_ (hereinafter referred to as Employee).

The District and Employee agree as follows:

1. Employee occupies a position requiring certification qualifications.
2. Employee has rendered not less than seven (7) consecutive years of service to the District immediately preceding the granting of the sabbatical leave of absence.
3. Employee has made application for a: ☐ Formal study ☐ Independent study ☐ Work Experience ☐ Combination sabbatical leave of absence.
4. Such leave to take place from \_\_\_\_\_ to \_\_\_\_\_. **SABBATICAL CREDIT WILL BE GIVEN ONLY FOR WORK DURING PRIMARY TERMS.**
5. The provisions of Education Code Sections 87767 through 87775 govern the sabbatical leave of absence.
6. The District shall pay Employee **80% of the employee's current salary** for the period of the leave of absence to be paid in equal monthly payments in the same manner as regular instructors are paid.
7. Employee plans to use banked leave to supplement my sabbatical leave. ☐ No ☐ Yes  
(Note: If yes, a separate "Use Banked Leave" form **must** be submitted to your Division office, be approved and received by Human Resources by the third week of the semester preceding your leave.)
8. Employee shall render at least \_\_\_\_\_ years of service therein, equal to twice the length of the sabbatical leave, following Employee's return from leave.
9. The District waives all requirements of furnishing a bond.
10. Employee shall perform service of a professional nature as delineated in the employee's sabbatical leave application as approved.
11. Upon return from the leave, employee shall submit, through the Salary and Leaves Committee, evidence in the form of a written report satisfactory to the Board of Trustees that such service was performed as agreed. This report is due the first working day of the second academic month of the term following the sabbatical leave.
12. Employee shall make no change in the approved sabbatical plan without advance approval of the Salary and Leaves Committee.
13. Employee agrees failure to return to duty or failure to submit a written report satisfactory to the Board of Trustees shall require the employee to reimburse the Mt. San Antonio Community College District any and all monies paid while on sabbatical leave.

Mt. San Antonio CCD

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date