

SALARY AND LEAVES COMMITTEE

2018-19

TENTATIVE CALENDAR FOR PROCESSING SABBATICAL LEAVE REPORTS

Upon return from sabbatical leave, and not later than the first working day of the second school month of the next school year, the employee shall submit a written report regarding his/her sabbatical leave to the Board of Trustees through the Salary and Leaves Committee.

1. Faculty submit the report to the Salary and Leaves Committee via the Vice President of Instruction's office by no later than the first work day of the second school month. (i.e., September 1, 2016, for a 2015-16 sabbatical leave.)
2. Salary and Leaves Committee reviews reports by mid-October.
3. Notification regarding recommended revisions are sent to faculty by mid-November.
4. Corrected reports are resubmitted to the Salary and Leaves Committee by the first College work day in January.
5. The Salary and Leaves Committee recommends satisfactory reports.
6. The Salary and Leaves Committee sends an abstract of the approved reports to the Board of Trustees for acceptance at the March Board meeting.
7. The Board will take action.
8. The Salary and Leaves Committee chairperson will notify employee of the Board action.