

## **Sabbatical Leave Policy**

After five (5) years of continuous full-time employment, contract, and/or classified staff are eligible to apply for sabbatical leave.

## **Sabbatical Leave Procedure**

“Eligible employees” shall be defined as contracted and classified employees in good standing who have been employed full-time with the College for a period of five (5) continuous years. No more than one sabbatical leave shall be granted to any one individual in each five (5) year period.

The request for sabbatical leave shall set forth in detail plans for the period of absence and the contribution that the planned program should make both to the employee and to the College.

The request for sabbatical leave and the program plan shall be submitted to the employee’s immediate supervisor no later than ~~February 1~~ preceding the contract year for which leave is requested. The applications shall be reviewed by the President and the College Cabinet for recommendation to the College Board of Governors. The criteria for the determination shall include (a) the academic or non-academic program proposed for the leave, (b) value to be received by students, College, and employee, (c) number of years of service and elapsed time since the previous sabbatical leave, and (d) the replacement plans as determined by the applicant’s supervisor. In no case shall there be more than two full-time College employees on sabbatical leave during any one period of time.

If a sabbatical leave is granted, the recipient shall file a full report with the President within three months after the employee’s return to the College. The report will include a summary of the experience to include how the experience will add value to the College and evidence the objectives set forth in the application have been accomplished.

A qualified replacement, if necessary, must be secured in order for a sabbatical leave to be granted. The procedure of sabbatical leaves may be curtailed if the administration determines that the College cannot financially support them in any given fiscal year.

Employees who have been approved for sabbatical leave shall receive 100% of their base wage/salary for a period of up to six (6) months, or 75% of their base wage/salary for a period of up to one (1) year. Pay shall be remitted to the recipient with each applicable payroll while on sabbatical, beginning with the start of the sabbatical and shall terminate the last day of the sabbatical.

All applicable benefits shall remain in effect including retirement match. An employee shall not accrue vacation during a sabbatical leave and shall not be eligible for funds through the College individual development program. In the event the employee selects to take a sabbatical for one (1) year, any benefits based upon salary will use the pro-rated salary in calculating the benefit.

In cases where the employee’s sabbatical leave provides outside employment if (a) the remuneration

is not greater than the employee's salary (based on the time period of the sabbatical), the sabbatical pay shall be reduced by that amount; or (b) if the remuneration is greater than the College's annual salary (based on the time period of the sabbatical) the College payment shall be eliminated. In either case benefits as stated above shall remain in place.

An employee on sabbatical leave shall receive such annual increases as if he/she had remained in active service.

If the employee voluntarily (as determined by the President) breaches the sabbatical agreement, then such salary and benefit payments shall cease and all previous payments made by the College during the sabbatical shall be repaid by the employee to the College. Involuntary interruptions (as determined by the President) of the sabbatical leave shall not affect the compensation to be paid the employee under the terms of the sabbatical leave.

The recipient of a sabbatical leave shall enter into a contract with the College which shall provide that the employee will:

- A. Return to the College at the same or comparable position for a minimum of two years, or
- B. Will refund all compensation and premiums for benefits received from the College in case the employee does not return at the expiration of the leave or does not complete the two-year agreement.

Repayment shall be made within 12 months of the termination of the sabbatical. All monies owed that are past 30 days shall be charged a finance fee of 1.5 % per month on the unpaid balance.