

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **AP 7210 SABBATICAL LEAVE**

Reference: Education Code Section 87767 et seq.

### **General Provisions**

The purpose of a sabbatical leave is to allow a full-time academic employee to work on a project that will benefit Citrus College and its students. The project should be significant in terms of effort and substance such that it is comparable to a half year of the academic employees' full-time duties.

Sabbatical leave may be granted for the following purposes.

- a. A planned program of courses or activities, which relate to the professional growth of the applicant.
- b. Independent study, research, and/or write relating to the applicant's assignment.
- c. Travel of such a nature and extent that it will materially increase the employee's proficiency of his/her area of responsibility.

### **Number of Sabbatical Leaves Granted**

The number of sabbatical leaves granted each year shall be no less than five full-time academic employees unless the number of qualified applicants is fewer or unless the Board of Trustees determines that the financial condition of the District requires a reduction in the number of sabbaticals granted.

### **Eligibility**

Any full-time academic employee who has rendered at least six consecutive years of service to the Citrus Community College District is eligible to request a sabbatical leave. The length of service for those applicants who previously were granted sabbaticals shall be considered as the number of years employed as a full-time academic employee member by the District divided by one more than the number of previously granted sabbaticals. For the purpose of eligibility, leave time for previous sabbaticals is not included in the number of years of employment as a full-time academic employee.

### **Application for Sabbatical Leave**

The merit of a proposal shall be determined in a peer review process by the Sabbatical Leave Committee, whose members are appointed by the Academic Senate President with the approval of the Senate Council. Early in the fall semester of each academic year, the Sabbatical Leave Committee shall coordinate with the Vice President of Academic Affairs to determine the date (the "deadline") by which an academic employee must submit a proposal for a sabbatical leave for the following academic year.

Normally this will be November 1, but it is subject to change. The Sabbatical Leave Committee, in cooperation with the Vice President of Academic Affairs, shall then announce the availability of sabbatical guidelines and materials. It is the responsibility of the academic employee to inform his or her division dean and the Chair of the Sabbatical Leave Committee of the Academic Senate of his or her intent to apply for a sabbatical leave at least seven days before the deadline for submitting a proposal. The Chair of the committee shall provide the applicant with the following documents: 1) Sabbatical Proposal Cover Sheet; 2) Sabbatical Proposal Guidelines, and; 3) Sabbatical Proposal Scoring Rubric. The applicant shall submit to the Vice President of Academic Affairs a completed cover sheet and sabbatical proposal in accordance with the guidelines no later than the deadline. No revisions after the deadline will be accepted. Within seven days of the deadline, the Vice President of Academic Affairs shall forward the completed proposals to the Chair of the Sabbatical Leave Committee.

### **Selection**

The Sabbatical Leave Committee shall review all proposals for sabbatical leave and determine whether each one qualifies for ranking and achieves at least a minimum qualifying score according to the guidelines and the scoring rubric. Of those that qualify for ranking and achieve at least a minimum qualifying score, the length of service to Citrus College by the applicant shall be the determining factor for the first three sabbaticals granted. The fourth and fifth sabbaticals shall be granted on merit alone without regard to length of service. The Committee shall present the qualifying proposals along with their scores and seniority rankings to the Vice President of Academic Affairs, or the Vice President of Student Services where appropriate. The Vice President shall finalize the recommendation of the Committee in light of any scheduling conflicts and then toward the recommendation to the Superintendent/President, who will make the final selection with the approval of the Board of Trustees

### **Notification**

Applicants will be notified of the decision concerning the sabbatical request following the December meeting of the Board of Trustees.

### **Conditions under Which Sabbatical Leave is Granted**

- a. The terms of the leave must be in harmony with the provisions of the California Education Code.
- b. The academic employee shall be required to return to Citrus Community College District and give service for a period-of-time equal to twice the length of the leave.
- c. The applicant shall furnish the Citrus Community College District a suitable bond indemnifying the Board of Trustees against loss in the event that the applicant fails to return and render the necessary service to the District following the sabbatical leave. The Board of Trustees of the District may waive this section at its discretion.

- d. During the period for which sabbatical leave has been granted, the full-time academic employee will not engage in any of the following activities either at or for Citrus College:
  - Teach classes
  - Serve on committees
  - Perform any other services

### **Pay for Sabbatical Leave**

- a. For one full school year, the academic employee shall receive one-half pay.
- b. For one semester of a school year, the academic employee shall receive full pay.
- c. Payments shall be made on a monthly basis, the same as regular full-time academic employees, unless otherwise approved by the Board of Trustees and the Los Angeles County Superintendent of Schools.
- d. Combined salary from the District and from any employer other than the District shall not exceed one-half of the academic employee's yearly salary on the salary schedule. The District shall not pay more than one-half of the academic employee's full year salary.

### **Interruption of Sabbatical Leave**

If the program for sabbatical leave is interrupted because of serious accident or illness, this will not be considered a failure to fulfill the conditions upon which the sabbatical leave was granted, nor shall such interruption affect the amount of compensation to be paid the employee under the term of the leave agreement, provided that the District shall have been promptly notified of such accident or illness.

### **Written Report**

Upon return from sabbatical leave and not later than the end of the second school month of the next year or semester, the employee shall submit to the Sabbatical Leave Committee a written report summarizing the results of the project and the benefit to the college and students. The Sabbatical Leave Committee shall be responsible for ensuring that the applicants share the results with the college in an effective manner. The Sabbatical Leave Committee shall forward the reports to the Superintendent/President.

Board Approved	12/07/10
Desk Review	08/26/13
Desk Review	03/15/17