

## **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

### **AP 7506 Sabbatical Leave: Classified Administrator/Manager**

Reference: Education Code Section 88190

#### **Purpose**

Classified administrator/manager employees may be granted a Sabbatical Leave for any of the following purposes:

1. A planned program of courses or activities which relate to the professional growth of the classified administrator/manager.
2. Independent study and research relating to the present or newly assigned service of the classified administrator/manager.
3. Travel of such a nature and extent that it will materially increase the proficiency of the classified administrator/manager employee's area of responsibility.

#### **Length of Sabbatical Leave**

A Sabbatical Leave may be granted for up to twelve (12) months.

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

The number of Sabbatical Leaves granted each year for classified administrator/manager employees may be up to one (1) full-time equivalent. The Board of Trustees reserves the right to decrease this number based upon the financial condition of the District.

#### **Eligibility**

Any full-time classified administrator/manager employee who has rendered at least six (6) consecutive years of service to the District since the employee's initial employment as a classified administrator/manager employee is eligible to request a Sabbatical Leave. If a classified administrator/manager employee is granted a Sabbatical Leave, he/she shall not be eligible for future Sabbatical Leaves until he/she has rendered at least six (6) consecutive year of service to the District from the date of return from the Sabbatical Leave.

#### **Request for Sabbatical Leave**

1. Requests for Sabbatical Leave shall be submitted to the Superintendent/President by no later than ten (10) months prior to the proposed start date of the Sabbatical Leave.
2. The written request shall include the following information:
  - a. Summary of Sabbatical Leave proposal
  - b. Statement of Sabbatical Leave objectives.
  - c. Specific Sabbatical Leave activities.

- d. Relationship between the Sabbatical Leave activities and your present position at Citrus College and how will it be of value to the District.

### **Approval**

The decision to grant a request for a Sabbatical Leave shall be made by the Superintendent/President subject to final approval by the Board of Trustees.

### **Terms of Sabbatical Leave**

1. The terms of the leave must be in harmony with the provisions of the California Education Code.
2. The employee shall be required to return to the District and provide service for a period of time equal to twice the length of the Sabbatical Leave.

### **Pay for Sabbatical Leave**

A classified administrator/manager employee on a twelve (12) month Sabbatical Leave will receive one half of his/her normal rate of pay. A classified administrator/manager employee on a Sabbatical Leave of six (6) months or less will receive his/her full normal rate of pay. For Sabbatical Leaves between six (6) and twelve (12) months, a classified administrator/manager employee's salary will be paid on a prorated basis.

### **Written Report**

Within two (2) months from return from a Sabbatical Leave, the classified administrator/manager employee shall submit a written report to the Superintendent/President. The report shall consist of a summary of the study, research, or travel completed while on Sabbatical Leave.

Board Approval	12/06/11
Desk Review	08/26/13
Desk Review	03/15/17
Desk Review	10/31/19