

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Sabbatical Leaves

**Adoption Date:** 11/7/00

**Revision Date:** November 4, 2014

**Responsible Office:** Human Resources

**Policy Reference:** Education Code Sections 87767 et seq.

Faculty Sabbatical Leaves:

Procedures regarding faculty sabbatical leaves can be found in the Faculty Association Collective Bargaining Agreement, Article 10.

Educational Administrator Sabbatical Leaves:

Any educational administrator who meets the criteria listed below is eligible to apply for a sabbatical leave.

Educational administrators must have been employed full time for at least six consecutive years immediately preceding the sabbatical leave. A sabbatical leave does not constitute a break in service.

Applications for sabbatical leave shall be submitted on the Administrator Sabbatical Leave Request Form. Applications for leaves shall be submitted to the Superintendent/President by November 15<sup>th</sup>. The Superintendent/President will forward his/her recommendation to the Board of Trustees for final decision. Applications will be evaluated on appropriateness to community college education, contributions to the College and its mission, and the impact on the District at the point in time the sabbatical leave would be taken.

As a condition of the award of an Administrator Sabbatical Leave, the employee agrees to continue employment with the District for a period which is equal to twice the length of the leave. An employee who terminates employment during this period following a paid sabbatical leave will reimburse the District any salary paid during the leave of absence.

Payment for the Administrator Sabbatical Leave shall be:

- a. A full year at half salary.
- b. A leave that is less than a full year shall be paid at 66.67% for the time on leave and 100% for the time worked.

Upon return to duty, the educational administrator will report to the Board the results of the leave.