BP 7341   SABBATICAL LEAVE FOR ADMINISTRATORS

The Allan Hancock Joint Community College District recognizes that the professional improvement of the employee ultimately benefits students and the district itself. Sabbatical leaves provide administrators with the opportunity for professional growth, development, and revitalization.

Such leave provides administrators with an opportunity for professional growth, development, and revitalization. This leave may include, but not be limited to the following:

1. Academic study or professional research
2. On-site research projects;
3. Approved research fellowships and exchange programs;
4. Work or research in industry, business, or government; and
5. Other experience as approved by the Board of Trustees.

Reference: Education Code Sections 87763-64, 87775

Adopted: 9/7/89
Revised: 3/5/02

(Replaces Board Policy 2070)
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Purpose of Leave: The purpose of the sabbatical leave is professional improvement of the employee that will ultimately benefit students and the district.

Service Eligibility: An applicant for sabbatical leave must have rendered satisfactory service in district for at least seven consecutive years immediately preceding the sabbatical leave (four of the seven years must be as an administrator), and not more than one such leave shall be granted in each seven-year period in accordance with Education Code Section 87764.

Length of Leave: A sabbatical leave may be granted for a period of not more than two semesters.

Deadline for Application: Application for sabbatical leave must be filed with the superintendent/president by December 1 for the following academic year.

Sabbatical Leave Approval: The applicant's service records, application of leave, and the statement of intention shall be submitted to a committee appointed by the superintendent/president. The Board of Trustees shall exercise final approval of recommendations of the superintendent/president. No sabbatical leave shall be granted until the superintendent/president certifies that suitable provision can be made for carrying on the work during the absence of the applicant. Administrative leaves will be scheduled at the convenience of the district.

Limitation of Number of Leaves: Not more than two administrative sabbaticals will be granted during any fiscal year.

Compensation and Salary Increase: Compensation shall be at full salary for a leave of one semester or less and prorated beyond a semester's length leave. An employee who is granted sabbatical leave shall receive appropriate increases on the salary schedule as recommended by the superintendent/president. The employee will not accrue vacation credit.
Evidence of Fulfillment of Leave: Employees returning from leave shall file within a reasonable period of time a transcript of work taken and grades earned or a summary of the work or travel, together with a statement of the professional growth believed to have been obtained and any other evidence which substantiates that the objectives stated in the approved application have been met. Employees shall not be considered as having completed the requirements of their sabbatical leave until the superintendent/president has approved the reports. A "reasonable period" of time shall mean three months unless there are extenuating circumstances as approved by the superintendent/president.

Return to Service: At the expiration of the sabbatical leave, the employee shall be reinstated in the same position (unless another position is jointly agreed upon) and salary (including any increments as recommended by the superintendent/president and salary schedule COLA adjustments) to that held at the time of the granting of the leave of absence (unless another salary is jointly agreed upon). If there is a reduction in force or a re-organization, this section shall be void.

Agreement Guaranteeing Service: As a condition to being granted a sabbatical leave pursuant to Education Code Section 87764, every employee shall agree in writing to render after the sabbatical leave a period of full-time service that is equal to twice the period of the leave.

Method of Payment: Compensation shall be paid the employee while on sabbatical leave in the same manner as if the employee were working in the district upon the employee furnishing a written agreement to render the appropriate period of service in the employ of the Board of Trustees following the return of the employee from the sabbatical leave.

Liability of Board of Trustees and District: Both the Board of Trustees of the district and the district shall be freed from any liability for the payment of any compensation of damages provided by law for the death or injury of any employee of the district when death or injury occurs to the employee while the employee is on any leave of absence granted under the provisions of this article. (Education Code Section 87775)

Failure to Perform: Failure to complete the activity and objective(s) set forth in the approved sabbatical proposal and the required report shall result in reimbursement to the district of the total compensation paid to the employee during the period of the leave. In addition, there will be no advancement on the salary schedule for the time on leave.

District Needs: To meet a specific need of the district, the superintendent/president may recommend and the Board of Trustees approve that an administrator be required to take specific training. In such case, the district will pay the full cost.

Approved: 9/7/89
Revised: 3/5/02

(Replaces Administrative Procedure 2070.01)