

## **SABBATICAL LEAVES FOR ACADEMIC/CLASSIFIED MANAGERS AND SUPERVISORS**

The purpose of a sabbatical leave is to develop professional improvement of a manager or supervisor which will ultimately benefit the District.

### **Eligibility**

An applicant occupying a academic management or supervisory position must have rendered full-time service in the District for at least six consecutive fiscal years immediately preceding the sabbatical leave, and not more than one such leave shall be granted in each six year period.

Credit for one year is earned when a manager or supervisor has worked seventy-five percent of the work year. No absence from the service of the District under a leave of absence, other than a sabbatical leave, shall be deemed a break in the continuity of service and the period of such absence shall not be included as service in computing the years of service required. For academic-managers, service under a nationally recognized fellowship or foundation, approved by the Board of Governors, for a period of not more than one year for research, teaching or lecturing shall not be deemed a break in continuity of service, and the period of such absence shall be included in computing the six consecutive years of service required.

Sabbatical leave for full-time study and/or approved professional study projects may be granted to any manager or supervisor within the limitations of amounts budgeted each year for this purpose.

### **Advanced Academic Study**

Applicants for a sabbatical leave of absence under this section shall submit a detailed program of academic study, either graduate or undergraduate, and pursue a full load or the equivalent thereof as determined by the Chancellor's Cabinet.

### **Professional Study Projects**

Applicants for a sabbatical leave of absence under this section shall submit a detailed statement of the professional study projects to be undertaken. While such studies need not be undertaken under the auspices of a collegiate institution, they must constitute an organized program of study designed to enhance the manager's/supervisor's performance and which will benefit the District.

The program or statement submitted under the preceding paragraphs shall include plans to increase the manager's/supervisor's knowledge as described by the position description.

### **Leave Period and Compensation**

A sabbatical leave may be granted in the following ways:

1. one year period at 70% salary;
2. two one-semester periods, each taken in separate fiscal years at 70% of salary;
3. one semester at 100% salary;
4. three four-month periods each taken in separate fiscal years at 70% salary; or
5. two-month period at 100% salary.

A manager/supervisor who is granted a sabbatical leave shall receive such automatic increases in salary as would have been received had the manager/supervisor remained in active service. The method of compensation, including benefits, while on the sabbatical leave shall be in the same manner as if the manager/supervisor were serving in the District.

### **Application Procedure**

Applications for all sabbatical leaves for the following school year must be filed with the President/Chancellor by January 10.

Applications for leaves shall be reviewed by the Chancellor's Cabinet. The report of the Chancellor's Cabinet shall be made to the Governing Board and shall include a statement as to which applicants are recommended and which are not recommended. The criteria shall include: program proposed for sabbatical leave, value to be received by the District, number of years of service in the Contra Costa Community College District, and elapsed time since previous sabbatical leave.

No sabbatical leave shall be granted until the President/Chancellor certifies that suitable provision can be made for carrying on the work during the absence of the manager.

The number of leaves granted per year shall be no greater than three percent each for one-semester and one-year leaves of the total number of full-time managers for the fiscal year in which the leaves are granted.

Applications for sabbatical leaves for either one semester or one year shall not be carried over from one application period to the next, but must be resubmitted for consideration.

### **Report**

Each manager/supervisor shall file within thirty days after return to duty a transcript of work taken and grades earned, or a summary of the study project, together with a statement of the educational benefits derived from the leave. The information is to be submitted to the College President or Chancellor on the appropriate sabbatical leave report form for approval by the Governing Board. A manager/supervisor shall not be considered as having completed the requirements of the sabbatical leave until the manager's/supervisor's report has been approved by the Governing Board.

### **Agreement**

Managers/supervisors who are granted a sabbatical leave are required to enter into a written agreement with the Governing Board guaranteeing full-time services to the District immediately following the leave with no requests for leave of absence or reduction of workload until the full-time service obligation equivalent to twice the period of the leave has been met. If the employee is unable to fulfill the terms of the Agreement regarding pay back of service time the employee will be required to pay the District his/her salary and fringe benefits proportionately to that amount of time not served.

At the expiration of the sabbatical leave the manager/supervisor shall, unless otherwise agreed, be reinstated in the position held at the time of the granting of the leave of absence.

The District will forgive a sabbatical leave service obligation in the event of the death of the employee while serving a sabbatical leave or prior to repaying the service obligation to the District.

Both the Governing Board and District shall be freed from any liability for the payment of any compensation or damages provided by law for the death or injury of any employee of the District when the death or injury occurs while the employee is on any sabbatical leave.

Retirement credits earned during the period of the sabbatical leave shall be accrued as provided by the appropriate sections of the Education Code and Government Code.

Education Code 87767 and 88221  
California Government Code 20860.5