

CBA Tip: *Sabbatical Leaves*

Article F.13.0 details a truly exceptional benefit afforded full time faculty: Sabbatical Leaves. While we have a [Sabbatical Leave Committee](#) which provides excellent assistance to faculty, reviewing applications and reports of completion and making recommendations to the Academic Senate, the CBA provides the contractual provisions regarding sabbaticals.

The District may grant a leave of absence for study and travel (i.e. sabbatical) to any regular, full-time faculty member who has rendered satisfactory service to the district for at least six (6) consecutive years prior to taking the leave. Applications may be submitted in the sixth year of service (or thereafter) for a sabbatical leave in the seventh year of service to the district. Prior to submitting the application for sabbatical leave, the following must be certified by the faculty member, department chair, dean, and the appropriate vice president: (a) the program will not be jeopardized by the absence of the faculty member, and (b) competent staff are available to teach the classes/provide the services vacated by the regular faculty member. The application is then forwarded to the Sabbatical Leave Committee for review, and based on seniority, the rankings are presented to the Academic Senate which reviews and makes recommendation for approval to the Board of Trustees.

Once granted and prior to undertaking the sabbatical, the faculty member will work with Human Resources to obtain a performance bond (District paid) which ensures the faculty member's fulfillment of all obligations accepted as a condition for the granting of the paid leave. This includes providing twice the period of leave service (i.e. 30 LHE) of *new* service to the District upon return. Unbanking LHE cannot be used toward fulfilling this requirement.

The number of sabbatical leaves to be granted by the Board of Trustees shall not exceed eight percent (8%) of the full-time faculty per academic year, which equates to about 16 FTF. Sabbaticals are a privilege of employment and faculty should carefully review all the details of the leave found in the [Sabbatical Leave Handbook](#) which is reviewed annually by the SLC Committee and the FA to ensure the faculty are provided with all the information they need to make good decisions with the development of a solid application that meets requirements as well as understanding options to take their leave (one full semester leave OR a 50% across two semesters). Please note that if a faculty member elects the 50% across two semesters, they likely will complete additional service or unbank in order to earn a full year of service credit with the retirement system. Please note: Step Advancement (D.1.3) on the Salary Schedule is

earned at the completion of a minimum of seventy-five percent (75%) of the contract year in a paid status, so these are important considerations in working anything less than a full year's load, however that is configured.

If you are eligible and thinking about applying next year, take a look at the linked resources so you are prepared with your application which is typically due in mid-September. Definitely take advantage to learn from the many resources, samples, and your colleagues who have taken sabbatical.