

The district may grant a leave of absence for study and travel (sabbatical) to any regular, full-time faculty member who has rendered satisfactory service to the district for at least six consecutive years prior to taking the leave, but not more than one such leave of absence shall be granted in each six-year period. While absence for an approved nonworking leave shall not be deemed a break in the continuity of service, the time spent on a nonworking leave and/or a sabbatical leave shall not be included as service in computing the six consecutive years required for sabbatical-leave eligibility. Time spent on an approved working leave shall be included in the six years required for eligibility if both the work and the manner of compensation have been approved by the district. An application for sabbatical leave is to be completed as outlined in the Sabbatical Leave Application and Report Procedures Guide. 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. Only one sabbatical leave may be granted in each consecutive, six-year period.

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. Exceptions may be approved at the discretion of the college superintendent/president.

Every employee, as a condition to being granted a leave of absence pursuant to this procedure, shall agree in writing to render a period of service to the district following his or her return from the sabbatical leave of absence that is equal to twice the period of the leave.

As a condition of receiving continued salary payments during sabbatical leave, employees must obtain a performance bond through the district. Arrangements are to be made through the Director of Human Resources. The bond is to provide surety for the employee's fulfillment of all obligations accepted as a condition for the granting of the paid leave.

Once the performance obligations for which the bonding company is guarantor have been discharged and the sabbatical leave report has been accepted by the Board of Trustees, the employee will be deemed to be relieved of further performance requirements, except for the condition of continuous employment for twice the period of the leave.

The sabbatical-leave handbook that includes this administrative procedure, as well as information on the types of sabbatical leaves, seniority rules, application procedures, and evaluation standards for reports of completion, shall be reviewed and updated annually by the Sabbatical Leave Committee/Group.