

**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 630  
Title: Sabbatical Leave**

Sabbatical Leave is a plan for improving the College program through improvement of its full-time staff. Such leaves are granted for the purpose of study, research, travel, or other reasons that contribute to the professional growth of the recipient and benefit the College.

**PROCEDURE 630.1  
Sabbatical Leave**

The College bases eligibility for application upon the following criteria:

1. Seven consecutive years of full-time employment excluding employment as classified personnel
2. A “satisfactory” or higher evaluation for each of the two years prior to the year of application

The College grants sabbatical leave for study toward completion of an advanced degree; research; study in curriculum and materials development; updating knowledge in the subject or field taught; planned and approved travel directly related to the subject or field taught; practical training or work experience in a subject-related field.

The College may grant additional sabbatical leave after employee’s completing seven consecutive years of service following a previous sabbatical leave.

The College may award sabbatical leave for one or two semesters in one academic year. The eligible employee electing the one-semester sabbatical leave shall receive two-thirds of one-half the annual salary for the one semester on leave. The eligible employee electing a two-semester leave shall receive two-thirds the annual salary. Twelve-month employees on nine-month leave shall receive two-thirds of nine-twelfths of annual salary, this amount halved for those on one-semester leave. The College shall pay the eligible employee on sabbatical leave in the same manner as other employees unless employee makes prior arrangements. The College will not deduct special awards or grants (VA benefits, scholarships, National Endowment for Humanities grants, NSF grants, etc.) from the salary paid during the leave. For remunerated work experience, the College will make appropriate adjustments in the leave salary so that the eligible employee shall not receive a total greater than the regular salary.

The employee shall explain on the application additional compensation anticipated while on leave, and have that provision approved before granting of the leave. As soon as possible, the employee must discuss with the Human Resources Director Associate Vice President for Human Resources opportunities for additional compensation which develop later.

The College will grant no more than the equivalent of three eligible employees a sabbatical leave during the same semester. The Governing Board shall give final approval of the eligible employee based upon recommendations of the Employee Relations Committee and the administration. This committee and the administration shall consider only those applications endorsed in writing by the applicant's immediate supervisory and appropriate Vice President.

### **PROCEDURE 630.2 Technology Sabbatical Leave**

The College bases eligibility for application upon the following criteria:

1. Must have completed three and one-half consecutive years of full-time employment at Cochise College (excluding employment as classified personnel).
2. Must use the Leave to update teaching skills to stay current with technology
3. A "satisfactory" or higher evaluation for each of the two years prior to the year of application

The College grants a technology sabbatical for training opportunities or formal classes at a university; for work in the industry; for volunteering time at any of the networking centers in Cochise County (such as the medical center and school district); for working with a contractor servicing Ft. Huachuca.

The College may grant additional sabbatical leave after employee's completing three and one-half consecutive years of service following a previous sabbatical leave.

The College may award technology sabbatical leave for one semester. The eligible employee electing the one-semester sabbatical leave shall receive two-thirds of one-half the annual salary for the one semester on leave. The College shall pay the eligible employee on sabbatical leave in the same manner as other employees unless employee makes prior arrangements. The College will not deduct special awards or grants (VA benefits, scholarships, National Endowment for Humanities grants, NSF grants, etc.) from the salary paid during the leave. For remunerated work experience, the College will make appropriate adjustments in the leave salary so that the eligible employee shall not receive a total greater than the regular salary.

The employee shall explain on the application additional compensation anticipated while on leave and have that provision approved before the granting of the leave. As soon as possible, the employee must discuss with the Associate Vice President for Human Resources opportunities for additional compensation which develop later.

The College will grant no more than one eligible employee a technology sabbatical leave during a semester. The Governing Board shall give final approval of the eligible employee based upon recommendations of the Employee Relations Committee and the administration.

### **PROCEDURE 630.3 Completion of Sabbatical**

In case of an alleged failure to follow a sabbatical leave plan, the President shall appoint a fact-finding committee to evaluate the allegations. This committee shall present its findings and recommendations to the President; and the President shall take appropriate action, advising the Employee Relations Committee of the results. In the event that the eligible employee cannot complete the terms of his/her leave, he or she shall return to the campus, unless prevented by illness.

Any eligible employee who files an application for sabbatical leave shall not resign his or her employment with the College for at least two years following return from leave, unless prevented by ill health or other uncontrollable conditions. If the eligible employee elects not to remain for two years following leave, the President or designated representative shall review the case and may require employee to refund the amount paid during the sabbatical leave.

Time spent on sabbatical leave shall count as regular service and shall not interrupt the employee's progress or salary advancement. The eligible employee receiving sabbatical leave shall be returned to the position held prior to sabbatical unless there have been significant changes in the conditions in the previous position. All insurance and retirement benefits shall remain in effect during the period of the sabbatical leave. If the eligible employee cannot complete sabbatical leave as proposed because of accident or illness, he or she shall continue to receive contract benefits by furnishing the Employee Relations Committee and the Associate Vice President of Human Resources satisfactory evidence of the situation. A person who withdraws from a sabbatical leave for reasons other than sudden death in the family, serious illness, family problems, financial catastrophe, or administrative changes in duties will have to wait seven years before becoming eligible to reapply. Twelve-month personnel on sabbatical leave do not accrue leave (vacation).

The returning eligible employee shall submit to the appropriate supervisor and the Governing Board, through the President, a written summary of the sabbatical leave and proposed applications of sabbatical leave activities. During the semester of return to full-

time duties, the employee shall apply newly acquired knowledge and skills in the performance of his/her job duties; if applicable, he/she shall share them with students.

### Committee Functions and Responsibilities

The Human Resources Department will send formal communication to all employees reminding those eligible and wishing to apply for sabbatical leave of the deadline. Such communication will be sent by April 1<sup>st</sup> of each year. Applications for sabbatical leave must be received by September 10 of the year prior to the year of proposed leave. Applications shall be submitted to the Employee Relations Committee.

The Committee shall evaluate all applications during the month of September, giving consideration to:

1. Evidence of initiative and self-development in the appropriate professional field prior to application for sabbatical leave.
2. Relevance to the position and clarity of proposal.
3. An explanation of the benefits to the College
4. Significant evidence of preparation and planning in the application.

The eligible employee will be notified of the date and time of the Committee's meeting and will be encouraged to attend to explain and support the application.

The Committee shall recommend no more than the equivalent of three eligible employees for sabbatical leave per year and one employee for a technology sabbatical per semester; and, may recommend fewer depending upon relevance and quality of proposals received. The Committee shall forward recommendations to the President, along with all applications, no later than October 1 of each year.

Should the eligible employee wish to withdraw an approved application, he/she must petition, in writing, to the Employee Relations Committee which shall forward the petition and its recommendation to the President, who shall in turn make a recommendation to the Governing Board. Time permitting, the Committee may recommend another eligible employee to replace the person withdrawing.