
WEST HILLS COMMUNITY COLLEGECERTIFICATED STAFF

SABBATICAL LEAVEI. Objective

The objective of the sabbatical leave is professional development of the employee which will ultimately benefit the students and the District. The sabbatical leave concept is recognized as a valuable, effective staff development process and is supported by the West Hills College Board of Trustees, administration, Academic Senate, and Faculty Association. As stated in the West Hills College Faculty Association agreement:

“Sabbatical leaves may be granted to members of the certificated employees bargaining unit for the purpose of carrying out an approved program which will benefit the District, the students, and the instructor. Consideration will be given to programs designed to increase the effectiveness of the staff member and his/her usefulness to the District through study, research, travel, or other creative activity. The sabbatical is not an earned right but, rather, a privilege.”

II. Eligibility

A certificated faculty member who has satisfactorily completed a sequence of six (6) full years of service will be eligible to apply for such leave.

III. Extent & Compensation

A. Sabbatical leaves may be granted for a full academic year at half pay, one (1) semester at full pay, or two (2) semesters at half pay, provided that in the last case both leaves are completed within a three (3) year period.

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- B. Either a faithful performance bond or a leave of absence agreement must be executed as a condition of the leave, and the employee shall agree in writing to render a period of service to the District following his/her return from the leave which is equal to twice the period of the leave.
- C. There shall be no reduction in employee benefits during the term of a faculty member's sabbatical leave.
- D. Salary for sabbatical leave shall be paid the employee while on leave in the same manner as if the employee were on duty in the District, upon furnishing by the employee of a faithful performance bond or a leave of absence agreement which indemnifies the District against loss in the event that the employee fails to render at least two-years' service at West Hills College after return from the sabbatical leave.
- E. Compensation for any outside employment accepted during sabbatical leave shall not exceed the difference between the regular salary of the employee and the salary for sabbatical leave.
- F. Such leave shall be counted as a year of service and experience on the salary schedule.
- G. Interruption of a program of study or travel while on sabbatical leave caused by serious illness or accident, evidence of which is satisfactory to the Chancellor and the Board of Trustees, shall not be held against an employee with regard to the fulfillment of the conditions regarding the study or travel under which the leave is granted; nor shall it affect the amount of compensation to be paid the employee while on leave, provided, however, that the Chancellor has been promptly notified of such accident or illness while on sabbatical leave. Notification to the Chancellor shall be made by registered letter, mailed within 30 days of the time of the accident or the onset of the illness.

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- H. The employee's normal percentage rate of deduction for retirement purposes shall be applied to the actual salary received. Retirement credit will be accrued in accordance with provisions set forth by the State Teachers Retirement System.
- I. A written report and transcripts covering formal academic study, if any, shall be filed upon return from leave with the Chancellor for review by the members of the Board of Trustees.

Examples of acceptable activities include, but are not limited to, the following:

1. Work towards a higher degree - a certificated employee on sabbatical leave for the purpose of obtaining a higher degree must be accepted in a degree program of an accredited college or university with the prospect of completing a major portion of the required program during his/her sabbatical. A preliminary schedule of degree requirements and courses to be completed during the year must be submitted.

A transcript of graduate units completed or other evidence of completion of degree requirements must be submitted to the Chancellor's office within 30 days of the employee's return to duty. If credit is to be claimed for salary classification (or increment), transcripts must be filed in accordance with the rules governing the salary schedule.

2. Study, research, or a combination of these - The applicant must provide a detailed report on the nature of the study, research, or a combination of these. He/she must describe where the work will be undertaken, and the results that are expected.

Upon completion of the leave, and within 30 days of the employee's return to duty, the applicant must submit evidence of the satisfactory completion of the study or research to the Chancellor in the form of a thesis, a seminar paper, materials for publication, or other approved format. This report will

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include a description of the sabbatical, the objectives, a detailed summary, conclusion, and evaluation. It will be kept on file in the Library.

3. Curriculum Planning - Sabbatical leave under this section should be undertaken only after the campus President, in consultation with the program dean or associate dean and the faculty member, agree that a need exists.

The application shall include a definition and statement of the curriculum proposal. There should be a statement of the course work and/or experiences needed to implement the proposal.

Upon completion of the leave, and within 30 days of the employee's return to duty, a detailed written report shall be submitted to the Chancellor. This report will include a description of the sabbatical, the objectives, a detailed summary, conclusion, and evaluation. It will be kept on file in the Library.

4. Retraining - Faculty may request a sabbatical for the purpose of retraining in an area or teaching discipline which will benefit the District, the students, and the instructor. Retraining must specifically increase the effectiveness of the faculty member and his/her usefulness to the District. Sabbatical leave under this section may be undertaken only after the campus President, in consultation with the program dean or associate dean and the faculty member, agrees that a need exists.

The application shall include a description of the proposed retraining including documentation of the need for such retraining; benefit to the District, students, and instructor; and proposed method of acquiring the retraining.

Board approval: 8/27/96