

3030. ADMINISTRATIVE REGULATIONS ON SABBATICAL LEAVES

3030.1 Responsibility

The Vice President, Academic Affairs, shall administer this regulation.

3030.2 Service Eligibility

An applicant for sabbatical leave must have rendered service in the District for at least six (6) years during the seven (7) years immediately preceding the sabbatical leave; and not more than one (1) sabbatical leave, shall be granted in each seven (7) year period.

Credit for one year is earned when an employee has served on paid status for fifty (50) percent of the number of days that the college is in session.

3030.3 Length of Leave

A sabbatical leave will be granted only for one (1) semester or for two (2) consecutive semesters. When a sabbatical leave for two (2) consecutive semesters in two (2) consecutive school years is approved, the second semester of the leave is always subject to continued Board of Trustee policy to grant sabbatical leaves and to continued availability of funds.

3030.4 Sabbatical Leave Committee

The applicant's service records, application for leave, and the proposal shall be reviewed by a Sabbatical Leave Committee. This committee shall be composed of a manager, appointed by the Superintendent-President as chairperson, the appropriate vice president or designee, and three (3) faculty members. The faculty members are to be appointed by CCA-LBCC for three (3) year terms or to complete the terms of members who resign or retire.

The committee shall screen the applications, establish an order of priority, and recommend the qualified proposals to the Superintendent-President and the Board of Trustees for approval. The committee shall not recommend a sabbatical leave unless the proposal, in appropriate format, meets the criteria described in 3030.8 and the services of the applicant are satisfactory.

If the Board of Trustees rejects a proposed sabbatical application, it shall so advise the applicant in writing, stating the reason(s) for its action.

No sabbatical leave shall be granted until the Superintendent-President is satisfied that suitable provision can be made for carrying on the employee's work during his or her absence.

3030.5 Limitation on Number of Leaves

The maximum number of leaves that can be granted each year will depend upon funds provided in the annual budget.

3030.6      Compensation and Salary Increase

Compensation for a leave of two (2) consecutive semesters shall be sixty-six (66) percent of the Schedule 1 salary which the employee would have received had he/she remained in active service. Compensation for a leave of one (1) semester shall be seventy-five (75) percent of Schedule 1 salary which the employee would have received had he/she remained in active service.

While on sabbatical leave the total employment earnings by the employee (including grants and fellowships and sabbatical payments but excluding investment income) shall not exceed the amount which would have been earned while on a 177-day assignment plus six (6) hours overtime during that assignment for the District, unless the source(s) of additional employment earnings is fully disclosed in advance as a part of the leave proposal.

A certificated employee who is granted sabbatical leave shall receive such automatic increases in salary rating as would have been received had he/she remained in active service.

3030.7      Retirement Contribution During Sabbatical Leave

A sabbatical leave counts toward partial service for the State Teachers Retirement System. Employees on sabbatical leave of absence may pay to State Teachers Retirement System the total district and employee contribution plus interest so that full credit will be received for leave period.

3030.8      Proposals

A sabbatical leave must benefit the college. It must be related to activities which will improve the instructional process, such as developing improved methods of instruction or services to students, programs or materials appropriate for use by other faculty, or preparing himself/herself to provide improved or alternative services to the District in specifically identified areas of District need. The proposal must demonstrate that it can be completed within the time frame and circumstances of the requested leave.

3030.9      Fulfillment of Sabbatical Leave Obligation

Within three (3) months of returning to duty the following shall be submitted to the Sabbatical Leave Committee:

1. All transcripts of work completed or a written report that shows how the objectives in the proposal were accomplished.
2. A copy of any book or article written or compiled during the sabbatical leave, with a cover letter indicating the benefits to the college and community.

An employee shall be considered as having completed leave requirements when the objectives of the proposal have been completed, reviewed by the Sabbatical Leave Committee and accepted by the Superintendent-President and

the Board of Trustees. Copies of sabbatical leave reports shall be kept on file in the library.

3030.10      Return to Service

The employee shall return to his/her tenured assignment upon completion of the sabbatical leave, and then serve for a period of time at least equal to twice the length of the sabbatical.

3030.11      Failure to Fulfill the Sabbatical Leave Obligation

Should the employee not return to the District, serve the requisite term after returning or otherwise fail to fulfill his/her obligation as provided in 3030.8 and 3030.9 above, he/she shall repay the District the full amount received while on sabbatical, plus fringe benefits and retirement contributions (if any) paid by the District. Should the employee return for a portion of the required period, the repayment will be reduced proportionately. Repayment shall be waived by the District in the event that the failure by the employee to meet his/her obligation(s) is caused by the physical or mental disability or death of the employee.

3030.12      Liability of School Board and District--Education Code, State of California, Section 87775

“Both the governing board of any district and the 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 employed in a position requiring certification qualifications when the death or injury occurs while the employee is on any leave of absence granted under the provisions of Sections 87763 to 87779, inclusive.”