

Fiscal Services – Payroll/Benefits

Food for Thought Prior to Your Sabbatical:

- 1. If you are not using load bank time to bring your percentage of pay up to 100%, you will have a reduced salary. Standard sabbatical pay is 75% for a semester and 67% for a year.**

Do you want to keep your TSA at the same level?

Do you want to adjust your W-4 withholding allowances?

Do you want to change any voluntary deductions?

If you want to change your TSA deduction, contact our 3rd Party Administrator, SchoolsFirst FCU, for 403b at (714) 258-4000 ext. 4727. If you want to change your W-4 withholding allowances, contact the Academic Payroll Technician at #4463. If you want to change any voluntary deductions, contact the Benefits Technician at #4531. If you do make any changes, make sure the changes are completed at least by the month before you begin your sabbatical.

- 2. Where do you want your paycheck to go during your sabbatical?**

Direct deposit is probably your best bet. If you already have direct deposit it will continue.

If you pick your check up at LAC or PCC, do you want to make some other arrangement?

If your check is mailed to your home, do you want this if you will be traveling?

If you want to make a change, contact the Academic Payroll Technician at #4463.

- 3. Your sick leave will be awarded based on your percentage of Sabbatical Pay.**

If you are on a 100% sabbatical assignment, you will receive your normal sick leave award – 80 hours or 10 days for faculty and 88 hours or 11 days for counselors.

Example: Fall semester sabbatical at 90% pay: you would be awarded 4.5 days or 36 hours for 1st semester and 5 days or 40 hours for spring.

- 4. If you are not receiving full pay during your sabbatical, you will not earn a full year of STRS service credit. You can “buy back” this sabbatical lost service time from STRS. If you are receiving full pay (using load banked TU’s), you will receive a full year of STRS service credit.**

Procedure to Buyback: Wait until you complete your sabbatical. Write or call STRS and ask to “buy back” your time. They will calculate the STRS contribution (8% of your unpaid salary plus interest calculation) and send you a billing statement. You can pay for it all at once or work out a payment arrangement with STRS for a payroll deduction. Remember - - it is your responsibility to contact STRS to do this and you can only do it after your sabbatical is completed.

Frequently Asked Sabbatical Questions:

- 1. If I have “load banked” hours on my HR record, can these units be added to my sabbatical leave pay so that I receive more than 75% pay for one semester or 67% for a full year?**

Yes! Banked assignments may be used at the unit member’s full contract pay rate in conjunction with a sabbatical leave. However, in no case shall the combination of sabbatical leave pay and banked load compensation exceed the unit member’s regular contract salary. Any combination of banked load and sabbatical leave cannot be used to provide a paid leave greater than one academic year in length.

- 2. How many TU’s are needed to bring sabbatical pay up to 100%?**

You need 3.75 of banked TU’s for full pay for a semester sabbatical, and 10 TU’s for a full year sabbatical.

- 3. If I have a separate business which I normally run and maintain in addition to my full-time assignment, do I need to report those earnings as part of the financial disclosure statement on the sabbatical leave application.**

NO. It is not necessary to report such business earnings on your forms.

- 4. If I receive a grant or fellowship during my sabbatical, would that negatively hurt my application?**

While on sabbatical leave the total employment earnings (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 6 hours overtime during that assignment for the District, unless the source(s) of additional employment income is fully disclosed in advance as part of the leave proposal. (Article VI.Q.3.b)

- 5. Can a person take a sabbatical for the fall semester without using any load banked hours, get 75% pay, and then use load banked time to take the spring semester off and receive full pay?**

Yes - - a person could do this if they have enough load banked time and approval is obtained through their department and administrator.

- 6. Can a person work less than 100% for any semester but at least 50% immediately after taking a sabbatical and have this time count as a full semester toward the required service time after a sabbatical?**

You can work less than 100% after a sabbatical and have the time count as post-sabbatical service as long as it is at least 50%.

Frequently Asked Sabbatical Questions cont.:

7. Will my health benefits continue while I am on sabbatical leave?

Yes. While on sabbatical leave, the faculty member shall receive all fringe benefits.

If you have any further questions regarding your paycheck, salary deductions and insurance coverage, please contact the Academic Payroll Technician (Gloria Wilson) at (562) 938-4463 or the Benefit Technician (Evelyn Reed) at (562) 938-4531.