GUIDELINES FOR SABBATICAL LEAVE

Sabbatical leave for an administrator is for the purpose of demonstrably improving professional capabilities and knowledge, improving individual administrator’s potential for contribution to this institution. The purpose is consistent with this institution’s commitment to the professional development of its employees. Appropriate uses of sabbatical leave in excess of ninety (90) days would include formal study. If the requested leave is for ninety (90) days or less, then travel, independent study, or other worthwhile activity which would revitalize the administrator is appropriate. To be eligible for sabbatical leave, an administrator must have completed three (3) or more years of full-time permanent appointment as an administrator at Everett Community College. The number of months of administrative sabbatical leave granted during any fiscal year shall not result in a reduction of more than four percent (4%) of the number of full-time equivalent administrators during any fiscal year.

RECOMMENDATION OF THE PRESIDENT

The decision to grant a sabbatical leave to an administrator rests with the Board of Trustees upon the recommendation of the President. The decision must take into consideration all cost factors involved with the leave and for filling the vacated position. In addition to cost considerations, the administrator’s plans for sabbatical leave and the demonstrated resources and ability to carry them out will be major factors in evaluating the request for sabbatical leave.

LENGTH OF SABBATICAL LEAVE

The length of any particular sabbatical leave granted under this policy shall be as established by the Board of Trustees.

COMPENSATION

Compensation for administrative sabbatical leave shall be 90% of salary for one quarter. Leaves of longer duration will be at 86% of salary. Sabbatical leave recipients will not ordinarily engage in full-time employment during the period of sabbatical leave. Should the recipient propose to do so, the recipient must justify such employment in terms of the general spirit of the sabbatical leave program. Any money earned plus the leave stipend must not exceed the amount of salary the employee would have earned if not leave were granted. Excess monies earned will be refunded to the college.

COMMITTED SERVICE UPON RETURN FROM LEAVE

Recipients of administrative sabbatical leave must agree in writing to return to the college immediately upon completion of leave for a period equal to the length of the leave granted. If the recipient does not return to college employment from sabbatical leave as specified, the recipient will refund all pay received during the leave period.

LEAVE EXTENSIONS

The recipient of sabbatical leave may request additional leave without pay beyond the approved sabbatical leave period. Approval for any additional leave period must be obtained from the Board of Trustees prior to a leave extension. The President will stipulate the conditions and terms upon which additional leave will be granted.

EMPLOYMENT BY THE COLLEGE

An administrator who is awarded sabbatical leave may not be otherwise employed by the college during the period of the leave.
LEAVE CONTRACT

When the President and the Board of Trustees grant a sabbatical leave, the recipient shall sign a contract with the college specifying:

- The length of the sabbatical leave
- The amount of sabbatical payment
- A commitment to perform according to the approved sabbatical leave plan
- That the recipient will return to employment at the college for a period at least commensurate with the amount of leave granted. Failure to comply with this provision shall constitute an obligation of the recipient to repay to the college any remuneration received from the college during the leave
- That the recipient will submit a written report to President within 60 days upon returning from leave, summarizing the work completed during the sabbatical leave and describing how the new knowledge will be used

Non-compliance with the above terms of the leave contract will be dealt with according to RCW 28B.10.650.

STATUS UPON RETURN FROM LEAVE

At the conclusion of the approved leave, the college agrees to continue such administrators in a professional capacity for a length of time commensurate with the leave granted.

WRITTEN REPORT

Recipients of sabbatical leave must submit to the president a comprehensive written report (including a self-evaluation) of the sabbatical leave activities within sixty (60) days after returning from leave.

FRINGE BENEFIT STATUS

Employees on leave with compensation may continue their benefit programs through regular payroll deduction. Employees on leave without compensation may make separate arrangements with the Human Resources office to continue their benefit programs in accordance with state regulations.

EXCEPTIONS

Exceptions to this policy may be made by the President and the Board of Trustees on a case by case basis.

RELEVANT LAWS AND OTHER RELATED INFORMATION

RCW 28B.10.650

REVISION HISTORY

Original Date: July 24, 1991
Revision Date: October 3, 2012
Last Review Date: October 3, 2012

APPROVED BY

Board of Trustees