

Davis Technical College

Faculty Sabbatical Leave Policy

Effective Date: 28 February 2013

1. Purpose

The purpose of the Davis Technical College (College) Sabbatical Policy is to provide a professional leave of absence for eligible Faculty members for the purpose of renewing, updating and broadening the individual's teaching or professional skills and knowledge.

2. References

- 2.1. Board of Regents Policy and Procedure R821, Employee Benefits
- 2.2. Davis Technical College Employee Definitions Policy
- 2.3. Davis Technical College Salary and Wage Administration Policy

3. Policy

3.1. Sabbatical Leave - Sabbatical leave is a leave of absence with compensation for up to one year, or portion thereof, to full time (40 hours per week), salaried Faculty members to permit them to renew and update their qualifications for their positions.

3.2. Eligibility - Sabbatical Leave is only available for full-time (40 hours per week), salaried Faculty members. A Faculty member must be employed for six consecutive years to be eligible for sabbatical leave.

3.3. Board to Limit - The College Board reserves the right to determine annually whether Faculty Sabbatical Leave will be permitted and/or limit the number to be granted.

3.4. Requests - Requests for Faculty Sabbatical Leave require approval by the immediate supervisor no later than March 1st of the year preceding the school year in which the Faculty Sabbatical Leave is requested and also requires approval by the College President and the College Board.

3.5. Compensation - Compensation while on Faculty Sabbatical Leave shall be one-half of the applicant's base annual salary for the previous fiscal year provided that such pay when added to any program grant shall not exceed the Faculty member's full annual salary rate at the time the application is approved.

3.5.1. Remuneration shall be made in monthly payments following the regular College payroll, with appropriate deductions made for all benefits to which the applicant would ordinarily be entitled.

3.5.2. Continuation of Insurance - Insurance benefits shall be provided while on Faculty Sabbatical Leave subject to the Faculty member paying the same amount of premium normally paid by employees, plus half of the amount the College would normally pay for the employee.

3.6. Faculty Sabbatical Leave Agreement - Acceptance of a Faculty Sabbatical Leave by the applicant certifies agreement to complete the goals of the sabbatical as approved, including any necessary, approved modifications and to return to the College upon expiration of the leave and complete at least 2 years service following the leave. In the event the individual should choose not to return at the conclusion of the Faculty Sabbatical Leave, the compensation received from the College during the leave shall be repaid in full within fifteen (15) days of the completion of the leave.

3.6.1. Upon returning from the leave, the applicant shall prepare and submit a report addressing the proposed goals and completion of the Faculty Sabbatical Leave to the Vice President of Instruction for the College President by no later than sixty (60) days of the following return from the leave. Copies will go to the Director of Programs regarding completion of Faculty Sabbatical Leave. The Vice President of Instruction will also submit a Faculty Sabbatical Leave summary report to the College Board.

3.7. Salary Schedule Placement on Return - Upon returning to the College, the Faculty member will be granted any general salary increase or adjustment to the pay plan (i.e., market, COLA, etc.) as he/she would have received had he/she been actively employed by the College during the term of absence. The Faculty member shall not be eligible for salary increases based on the Performance Based Pay Progression Table which may be given while the Faculty member is on Faculty Sabbatical Leave.

3.7.1. Participation in the Faculty Sabbatical Leave program does not obligate the College to reward the Faculty member through promotion, transfer, or reassignment.

4. Approval and Notes

Revised Board Approval: 28 February 2013

Revised President's Council Approval: 12 February 2013

Board Approval: 22 April 2004