



## COLLEGE of CENTRAL FLORIDA

### ADMINISTRATIVE PROCEDURE

**Title: Sabbatical Leave****Page 1 of 3****Implementing Procedure For Policy # 6.14****Date Approved/Revised:**  
11/06/01**Division: Academic Affairs****PURPOSE:**

Sabbatical leave is designed to provide full-time instructional, administrative and other professional personnel with opportunities for long term professional growth and development. The sabbatical may be awarded for, but is not limited to, a program of study or writing. The sabbatical may vary in length from short term (six weeks) to one full contract year.

**ELIGIBILITY:**

Any full-time instructional, administrative or other professional personnel member who has completed a minimum of five years of service to the College, and has not been awarded a sabbatical during the last five years, shall be eligible to apply.

To be fully eligible for a sabbatical, the ***APPLICATION FOR SABBATICAL LEAVE*** must be completed and submitted to the Office of the President during the once-a-year Call for Applications. The "Call" shall be sent in January to allow time for proposal review. Once selected the application remains a part of the individual's personnel file. Applications are available in the office of the Chief Academic Officer.

**PROPOSAL REVIEW PROCESS:**

The Sabbatical Review Committee will review all applications. This committee will consist of three faculty members appointed by the Faculty Senate President and two members appointed by the College President. Membership is limited to two years and no more than two members may be from the same department or division. Membership on this committee precludes award of a sabbatical during the year(s) of committee membership. Recommendations of this committee will be forwarded to the College President for approval and submission to the District Board of Trustees.

**SELECTION CRITERIA:**

Criteria for the award of the sabbatical shall include:

- ◆ Consistency of sabbatical with the College vision/mission statement and priority objectives
- ◆ Benefit to College
- ◆ Relationship of the sabbatical to the applicant's position

- ◆ Objective(s) of the sabbatical
- ◆ Length of service with the College
- ◆ Support of immediate supervisor, dean and campus provost/director as indicated by signatures on the application form

#### **PAYBACK PROCEDURES:**

Individuals accepting a sabbatical shall agree, in writing, to return full-time for the school year following the expiration of their leave.

Should the individual's full-time employment with the College be terminated at the initiation of the College prior to the completion of the payback period, any remaining days owed to the College shall be cancelled effective as of the date of the individual's termination. Should the individual's full-time employment with the College be terminated for cause or at the initiation of the employee prior to completion of the payback period, payment on a pro rata basis of salaries received during the sabbatical period shall be recovered as a debt and shall be withheld from the individual's final pay document. Should the final pay be insufficient to cover the amount of the debt, the individual shall remain obligated to the College for payment of the outstanding balance. Should the individual not render payment to the College for this amount, the College shall initiate appropriate collection procedures allowable under the law.

Should the individual request termination of the sabbatical before its completion or if the approved sabbatical plan is violated, the College will discontinue salary payment and calculate any over payments.

When the recipient of a sabbatical returns to the College, they will maintain the same level of salary they received prior to the sabbatical. If the College has distributed a pay raise and/or stipend, the returnee will be entitled to that increase. If the sabbatical results in the individual being awarded a higher degree and/or meeting the 36 plus hours, the returnee will receive the appropriate increase as determined by the current Salary Schedule & Related Personnel Policies manual.

An employee on sabbatical leave shall not accrue sick leave or vacation leave during the sabbatical. The sabbatical period shall count as regular service for purposes of retirement and contributions to a retirement plan shall continue.

#### **OTHER EMPLOYMENT DURING SABBATICAL:**

Individuals receiving a sabbatical shall not become a full-time employee of another institution, agency or business during the period of the sabbatical.

**EVALUATION PROCEDURE:**

Following completion of the sabbatical, a written report that includes evaluation of the sabbatical in terms of the objectives stated in the application must be completed. This report shall be submitted to the Chief Academic Officer within eight weeks after completion of the sabbatical. This written report will become part of the individual's personnel file and submitted to the College President for review.

Vice President, Academic Affairs		Date:
Approved by President		Date: