

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SABBATICAL LEAVE REQUEST FORM**

FACULTY MEMBER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**ELIGIBILITY:**

Employee must have rendered service to the District in a position or positions requiring certification qualifications for at least seven (7) consecutive years immediately preceding the beginning of the leave. Upon the completion of a sabbatical leave, at least six (6) years of additional service shall precede a subsequent sabbatical leave. Absence from service on a sabbatical leave granted by the Board of Trustees shall not be counted as a break in service. Upon the completion of a one (1) semester leave at least five (5) years of additional service shall precede a subsequent sabbatical leave.

**DATES AND DURATION OF SABBATICAL LEAVE REQUESTED:**

(Review Article XIII, Section P, pages 47-52, of the Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association CTA/NEA for details.)

\_\_\_\_\_ FULL YEAR'S LEAVE (70% Regular Sabbatical Leave) for \_\_\_\_\_  
*Academic year*

(Academic employees on such leaves may be granted leave for the academic year at full faculty salary, provided they perform 30% of their duties during the year, Article XIII, p. 49)

\_\_\_\_\_ FULL YEAR'S LEAVE (100% Special Sabbatical Leave) for \_\_\_\_\_  
*Academic year*

(If it is determined that it is in the best interest of the District and at the sole discretion of the Board, a sabbatical leave at 100% pay may be granted for reasons to include, but not limited to, pursuing study for a terminal degree or to train in a field other than the one of hire so the individual can continue service to the district. Article XIII, p. 49)

\_\_\_\_\_ SEMESTER LEAVE (100% Semester Sabbatical Leave) for \_\_\_\_\_  
*Semester*

\_\_\_\_\_ RETURN TO INDUSTRY LEAVE for \_\_\_\_\_  
*Academic year/Semester*

ABSTRACT OF PURPOSE OF SABBATICAL LEAVE: (Attach on separate page)

**Complete this Sabbatical Leave Request Form along with your Sabbatical Leave Proposal (see attached Sabbatical Leave Request Guidelines) and submit to your college *Vice President of Academic Affairs* by March 15 for the following academic year or by May 15 for the following spring semester only. These dates may be waived by the District where timely application is prevented by the procedures of other institutions or governmental agencies.**

\*\* Please be aware that a "Certificate of Health" signed by physician must accompany this application (Article XIII, P.3.d) and a Sabbatical Leave Bond will be required following Board approval.