

**Agreement between the Riverside Community College District and the
Riverside Community College District Faculty Association CCA/CTA/NEA
2015-2018**

Article XIII. P. (page 47)

P. Sabbatical Leave

Sabbatical Leave, a leave of absence granted by the District not to exceed one (1) academic year to provide the opportunity to prepare for improved services to the District. Sabbatical leave is part of the total professional growth program and should consist of study and/or research or return to industry or business for the purpose of improvement of the individual's contribution to the District.

1. Eligibility

- a. Status - Employee must have a status as a regular employee.
- b. Service - Employee must have rendered service in 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.

2. A sabbatical leave will fulfill one (1) or a combination of the following purposes:

- a. Coursework and instructional programs – (see Administrative Procedure 7160a for definition)
- b. Professional publications – (see Administrative Procedure 7160a for definition)
- c. Independent study – (see Administrative Procedure 7160a for definition)
- d. Return to industry – (see Administrative Procedure 7160a for definition)

3. Requirements and Procedures

- a. Criteria to be used in the granting of sabbatical leaves are delineated in Administrative Procedure 7160a and 7341.
- b. The President's recommendation for approval of sabbatical leave to the Board of Trustees via the Chancellor will be contingent upon the availability of qualified personnel to assume the applicant's duties.
- c. Applications for sabbatical leave must be filed with the Professional Growth and Sabbatical Leave Committee through the Office of the Vice President of Academic Affairs/Educational Services, for their recommendation to the President no later than

February 15 for the following academic year, and no later than 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. The President shall give notice to the applicant whether the request is granted or rejected within sixty (60) days after these filing dates. In case of rejection, the specific reason(s) shall be provided, in writing, to the applicant upon request.

- d. The application must be accompanied by a Certificate of Health signed by a physician, indicating that the applicant is in satisfactory physical condition to undertake the study or research proposed.
- e. A sabbatical leave once granted may not be terminated before the date of expiration, except as otherwise provided herein or as otherwise agreed upon by the District.
- f. A faculty member on sabbatical leave is ineligible for overload assignments during the period of the leave.

4. Compensation for Sabbatical Leave

- a. Salary Status - Absence on sabbatical leave shall count as a regular period of service and shall not interrupt the employee's progress on the salary schedule.
- b. Rate of Compensation - The academic employee who has been granted sabbatical leave and who has complied with the provisions under which such leave was granted will receive 70% of his/her regular faculty salary placement for a full academic year's leave, or his/her full faculty salary for a semester's leave. 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.
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.
- c. An employee on sabbatical leave may work outside the District if that employment will enhance the employee's contribution to the District. An employee on sabbatical may be employed as a summer session or extended day staff member in accordance with regular Board policy; however, the employee shall not engage in any other employment during the term of the sabbatical leave, if it interferes with the primary purpose of the sabbatical which is to provide time for study. The foregoing shall not preclude a research grant or a return to industry or business which is part of an approved sabbatical leave. A faculty member on a 70% leave may accept, with the Professional Growth and Sabbatical Leave Committee's approval, another position which does not constitute more than one-third of his/her average load over the last three (3) years. A faculty member on a 100% leave may only earn salary which directly offsets verifiable expenses of the sabbatical. The District may request copies of the employee's W2 statements at the end of the sabbatical period.

- d. Any educational or research grant such as might be provided through government or foundation sources, which when added to the sabbatical compensation paid by the District exceeds 100% of the normal salary, shall cause the reduction of the District payment so that the combined grant and the District payment will not be more than 100% of contract salary.
- e. Compensation for Return to Industry Leave - Financial remuneration from the business or industry sponsoring a Return to Industry Leave may be accepted by the faculty member instead of the District salary if it is greater. If the District salary is greater than that offered by the business or industry, the actual amount of the sponsoring agency's salary will be paid to the District to offset the District salary payment to the faculty member. IRS forms will be provided to the District to verify salary payments by the sponsoring agency.
- f. Method of Compensation - The salary for sabbatical leave shall be received in the same manner as if the employee were teaching in the District. The employee and the District shall share equally in the cost of providing a suitable bond indemnifying the District against loss in the event that the employee fails to render at least two (2) academic years' service in the Riverside Community College District immediately following such leave.
- g. Accident or Illness - Interruption of the program of study or research caused by serious accident or illness during a sabbatical leave shall not affect the amount of compensation to be paid the employee under the terms of the sabbatical leave. However, the President must be notified by registered mail within ten (10) days after the occurrence of the accident or illness, and a doctor's statement verifying the accident or illness must be submitted.

5. Retirement

Sabbatical leave shall count toward retirement, and the retirement and annuity contributions of the employee shall be collected.

6. Status Upon Returning From Sabbatical Leave

- a. At the expiration of a sabbatical leave, the certificated employee who has been granted such leave shall be reinstated, unless otherwise agreed, in the position held at the time the leave was granted.
- b. Notwithstanding any other provision of this Agreement, the faculty member shall remain in the service of the District for a minimum of two (2) academic years following completion of the sabbatical leave.

7. Reports on Sabbatical Leave

- a. Interim reports may be required by the President.
- b. Each employee returning from sabbatical leave shall file a final written report with the President not later than one (1) month after the day on which the employee resumes active service. A final report shall include, but not be limited to, the name of the institutions attended, courses pursued, credits received or experience gained, together with the employee's appraisal of the

professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the Riverside Community College District.