

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4363  
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## SABBATICAL LEAVE - MANAGEMENT

### Purpose for Which Sabbatical Leave May Be Granted

1. A planned program of courses or activities which relate to the professional growth of the applicant.
2. Independent study and research relating to the present or newly assigned service of the applicant.
3. Travel of such a nature and extent that it will materially increase the proficiency of the employee's area of responsibility.
4. Sabbatical leave may be granted for six months (whether taken in one year or over a period of two fiscal years) of work experience. Combined salary by employer and District shall not exceed one-half of the management employees yearly salary. The District shall not pay more than one-half of the management employee's full year salary.

### Number of Sabbatical Leaves Granted

The number of sabbatical leaves granted each year for management employees may be up to one full-time equivalent. The Board of Trustees reserves the right to decrease this number based upon the financial condition of the District.

### Eligibility

Any full-time management employee who has rendered at least six consecutive years of service to the Citrus Community College District since the employee's initial employment as a manager is eligible to request a sabbatical leave. The length of service for those applicants who previously were granted sabbaticals shall be considered as the number of years of full-time management employment by the District divided by one more than the number of previously granted sabbaticals. Leave time for previous sabbaticals is not included in the number of years of employment for the purpose of eligibility.

## Application for Sabbatical Leave

1. The management employee shall present through proper channels to the Superintendent/President a written request for a sabbatical leave. Leave for a full year or six months (whether taken in one year or over a period of two fiscal years) must be presented before November 1 of the preceding school year.
2. The written request shall include the following information:
  - a. Personal information - Include your name, department, date of initial management employment at Citrus College, dates of previous sabbatical(s), if any, and other personal background information as appropriate.
  - b. Summary of sabbatical leave proposal - One paragraph limit.
  - c. Statement of sabbatical objectives - For example, to enroll in a graduate program to improve my management skills.
  - d. Specific sabbatical leave activities - Include complete details of university to be attended, specific courses to be taken, travel itinerary, timelines, etc.
  - e. Relationship between the sabbatical leave activities and your present position at Citrus College - Answering questions, such as the following, may assist you in completing this section.
    - (1) How will this leave enhance the operation of your department?
    - (2) What specific product(s), valuable to Citrus College, will result from this leave?
    - (3) What is the relevance of your present assignment to the proposed leave?
    - (4) In what way(s) will this sabbatical leave experience contribute to your professional growth?

## Selection

1. Selection will be made by the Superintendent/President with the approval of the Board of Trustees of Citrus Community College District. The Superintendent/President may appoint a committee to assist him with his recommendations to the Board.
2. Whenever the full time equivalent, length of service to the Citrus Community College District and merit of the proposal shall be the primary determining factors in the selection decision.

## Notification

Applicants will be notified of the decision concerning the sabbatical request following the December meeting of the Board of Trustees.

## Conditions Under Which Sabbatical Leave Is Granted

1. The terms of the leave must be in harmony with the provisions of the California Education Code.
2. The employee shall be required to return to Citrus Community College District and give service for a period of time equal to twice the length of the leave.
3. The applicant shall furnish the Citrus Community College District a suitable bond indemnifying the Board of Trustees against loss in the event that the applicant fails to return and render the necessary service to the District following the sabbatical leave. The Board of Trustees of the District may waive this section at its discretion.

## Pay for Sabbatical Leave

1. For one full year, the employee shall receive one-half pay.
2. For leave up to six months, whether taken in one year or over a period of two fiscal years, the employee shall receive full pay.
3. Payments shall be made on a monthly basis, the same as regularly employed management employees, unless otherwise approved by the Board of Trustees and the Los Angeles County Superintendent of Schools.

## Interruption of Sabbatical Leave

If the program for sabbatical leave is interrupted because of serious accident or illness, this will not be considered a failure to fulfill the conditions upon which the sabbatical leave was granted, nor shall such interruption affect the amount of compensation to be paid the employee under the terms of the leave agreement provided; however, that the authorities shall have been promptly notified of such accident or illness.

Written Report

Upon return from sabbatical leave and not later than the end of the second school month after the conclusion of the sabbatical leave, the employee shall submit a written report to the Superintendent/President. The report shall consist of a summary of the study, research or travel completed while on sabbatical leave.

Adopted ..... 9/18/90

Citrus College Policy 4363 - Sabbatical Leave - Management