

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE
Policy No. 5-03
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Effective February 1, 2012

In keeping with Columbus State Community College's goal of encouraging lifelong learning, the college has developed a sabbatical leave policy for faculty, full-time staff, and administrators. This policy is intended to give employees the opportunity to pursue professional development and growth while improving the quality of education and services provided to students. Section (A) of the policy applies to faculty members. Section (B) of the policy applies to staff and administrators.

(A) FACULTY

(1) ELIGIBILITY: Traditional Academic Semester Sabbatical

Sabbatical leave may be granted to tenured full-time faculty who have completed a minimum of seven years of full-time service to the college. Subsequent sabbaticals may be granted after a minimum of six (6) years of additional service after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and in Procedure No. 5-03 (A). Faculty in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.

(2) GENERAL GUIDELINES: Non-traditional Sabbaticals are Governed by the CSEA Collective Bargaining Agreement

Sabbatical leave will generally be granted for a period of one semester for faculty. Special circumstances and opportunities, however, may merit the granting of an extended sabbatical not to exceed two (2) semesters.

Each faculty member granted sabbatical leave shall receive compensation during his/her leave as follows:

- (a) First semester of leave: one hundred percent (100%) of salary and benefits.
- (b) Second semester of leave: seventy-five percent (75%) of salary and benefits.

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Monies received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval. Policy No. 13-05 (Copyright & Royalty) will apply to any income earned during the sabbatical related to the creation of original works of authorship. Compensation from the college will be adjusted so that total compensation monies will not exceed one hundred percent (100%) of full salary.

(3) RESPONSIBILITIES

It is critical that the quality and continuity of instruction be maintained during a faculty member's sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a positive experience for all concerned.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure program continuity as needed during the faculty member's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and to give retirement credit for service during the sabbatical period.

Upon approval of a requested sabbatical, the faculty member agrees to:

- (a) Provide assistance to his/her department chairperson in making arrangements for instructional/administrative coverage of the faculty member's job responsibilities; and
- (b) Complete and/or conduct all appropriate sabbatical-related products--reports, instructional materials, department/division/college presentations, etc.--by the date(s) provided in the sabbatical application.

(4) CONDITIONS

- (a) All candidates for sabbatical must meet all deadlines and requirements as set forth in Procedure No. 5-03 (A).

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- (b) Faculty members granted sabbatical leave must take the leave the semester and year for which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college in light of department/division priorities.
- (c) Pre-agreed-upon products of the sabbatical experience--written reports, department/division/college presentations, instructional materials, etc.--must be completed by the date agreed to on the employee's sabbatical application.
- (d) The number of sabbatical leaves granted each year will be determined annually by the President as approved by the Board of Trustees.

(5) CONTINUATION OF SERVICE

Full-time faculty members receiving sabbatical leave are required to return to Columbus State Community College for a period of one contract year following the sabbatical leave. Failure to do so shall require that the faculty member reimburse the college for salary paid to the employee, as well as fringe benefits paid on the employee's behalf.

(B) STAFF AND ADMINISTRATORS

- (1) Sabbatical leave may be granted to full-time staff/administrators who have completed a minimum of seven years of full-time service to the college. Subsequent sabbaticals may be granted after a minimum of six (6) years of additional service after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and Procedure No. 5-03 (A). Staff/administrators in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.
- (2) Sabbatical leave will be granted in flexible time periods not to exceed four (4) months within a one-year period. Each staff/administrator granted sabbatical leave shall receive one hundred percent (100%) of salary and benefits during his/her leave for up to four (4) months. Special circumstances may merit the granting of an extended sabbatical as approved by the vice-president of the area:
 - (a) Up to four (4) months: one hundred percent (100%) salary and benefits.

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Money received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval.

Policy No. 13-05 (Copyright & Royalty) will apply to any income earned during the sabbatical related to the creation of original works of authorship.

Compensation from the college will be adjusted so that total compensation money will not exceed one hundred percent (100%) of full salary plus benefits.

(3) RESPONSIBILITIES

It is critical that the quality and continuity of instruction and services available to students at the college be maintained during a staff/administrator sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a smooth transition of duties.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure work continuity as needed during the staff/administrator's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and retirement credit for service during the sabbatical period.

Upon approval of a requested sabbatical, the staff/administrator agrees to:

- (a) Provide assistance to his/her administrator in making arrangements for coverage of the job responsibilities; and
- (b) Complete and/or conduct all appropriate sabbatical-related reports, materials, presentations, etc., by the date provided in the sabbatical application.

(4) CONDITIONS

- (a) All candidates for sabbatical leave must meet all deadlines and requirements

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as set forth in Procedure No. 5-03 (A).

- (b) Staff/administrators granted sabbatical leave must take the leave during the year in which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college when department priorities intervene.
- (c) Pre-agreed-upon sabbatical reports, presentations, or materials must be completed by the date agreed to on the employee's sabbatical application.
- (d) The total number of sabbatical leaves granted each year to staff/administrators will be determined annually by the President as approved by the Board of Trustees.

(5) CONTINUATION OF SERVICE

Full-time staff/administrators receiving sabbatical leave are required to return to Columbus State Community College for a period of one full year following the sabbatical leave. Failure to do so shall require that the full-time staff/administrator reimburse the college for one hundred percent (100%) of the salary paid to the employee during the sabbatical, as well as benefits paid on the employee's behalf during that period.

- (C) The President will establish procedures to administer this policy.

Last Effective Date: April 15, 1998
Approved by BOT: January 26, 2012
BOT:clh