Sabbatical Leave for Administrators

- Sabbatical Leave Application and Agreement
- Short-Term Leave Application and Agreement
A) SABBATICAL LEAVE FOR ADMINISTRATORS

1) Based on the current number of administrators, two (2) sabbatical leaves per year will be granted and they may be one-semester, one-year or split leaves.

2) At the time of application, the administrator must have completed at least twelve (12) semesters of service within the College since the last sabbatical leave.

3) The proposal can be for renewal, education, professional development or a project. Senior management may suggest projects. Administrators are strongly encouraged to work on projects suggested by senior management or that directly benefit the institution. Projects will be subject to approval by the Chancellor.

4) Approval will be based on:
   - Seniority (semesters of service since last sabbatical)
   - Benefit to institution
   - Benefit to individual for renewal in relation to his/her professional responsibilities including pursuit of doctoral studies
   - Timing of leave consistent with institutional priorities (Rationale will be given to applicant)
   - The administrator who has not been previously granted a sabbatical will be favored. If an application for sabbatical is denied because of institutional priorities, that administrator's application will be given priority in the following year.

5) The three Vice Chancellors/Chancellor and the co-chairs of the Administrators' Association or their designees will be review all proposals. The appropriate Vice Chancellor will send a recommendation on each proposal to the Chancellor. Administrators who report directly to the Chancellor will apply directly to the Chancellor. The Chancellor will make the final decision.

6) The administrator will receive 100% pay for a one-semester sabbatical; 60% pay for a one-year sabbatical (including split). In the case of a one-year or split, the administrator may average their salary over two years.

7) The administrator has the right to return to his/her same position.

8) The administrator may be replaced by an acting administrator during the sabbatical leave.

9) All sabbatical leave applications shall be submitted one academic year in advance. The completed sabbatical leave application shall be submitted to the appropriate Vice Chancellor/Chancellor by the first Tuesday in September. Administrators will be notified in writing by the Human Resources Office about the approval/disapproval no later than the end of the 2nd week of October. If no sabbatical is granted to initial applicants, there will be a second call for proposals and the deadline will be extended to the 2nd week of November.

10) All applications for sabbatical leave will be submitted on a form provided by the Human Resources Office of the District and will include a full statement on the purpose and plans for use of such a leave as well as how leave will meet the criteria stated in number 4. This full statement becomes a major part of the administrator’s sabbatical contract with the District.

11) Sabbatical report is due 60 days after return to duty. If the report is not submitted or the report is not satisfactorily submitted, the administrator will be notified in writing by the Human Resources Office that salary payment due the employee for his/her last four (4) weeks of service for the year will be withheld until a satisfactory report is submitted.
12) At the discretion of the Chancellor, a sabbatical may be awarded to an administrator transitioning into another position. These sabbaticals shall be awarded in addition to the two sabbatical described in #1.

B) SHORT-TERM PAID LEAVE FOR PROFESSIONAL DEVELOPMENT

1) Short-term leaves are separate and do not count as sabbaticals.
2) The administrator will receive 100% pay.
3) The duration of the leave shall be less than a semester sabbatical.
4) Approval will be based on the merit of the proposal. The proposal can be for study, internship, a special project or professional renewal. Benefit to the institution and timing of requested leave will be primary considerations.
5) The administrator will receive 100% pay. Replacement of administrator will be dependent on length of leave and impact on area of responsibility. Approval of replacement will be determined by appropriate Vice Chancellor in consultation with the Chancellor.
6) The administrator can apply for Staff Development Funds for expenses related to leave activities.
7) A short-term leave cannot be added to either ends of a sabbatical leave.
8) A maximum of one short-term leave per person every four years will be granted.
9) Applications may be obtained from the Human Resources Office and shall be submitted to appropriate Vice-Chancellor/Chancellor. The senior administrator will review all applications and make a recommendation to the Chancellor who will make the final approval.
10) After he/she has taken a short-term paid leave, he/she may not take a sabbatical until he/she has returned and worked for one calendar year.

C) UNPAID LEAVE AS AN ADMINISTRATOR

1) An unpaid leave of absence as an administrator may be granted for a maximum of one year at a time and not to exceed two years.
2) A leave may be requested for study, internship, or personal reasons. The request should be submitted to the appropriate Vice Chancellor/Chancellor using the District leave application form. The Chancellor and the Board of Trustees will make final approval.
3) The administrator has the right to return to his/her same position unless the position has been eliminated for some reason.
4) Regardless of #3 above, the administrator has the right to a position at the same administrative level.
5) The administrator may be replaced by an acting administrator during an unpaid leave.
6) Except in emergency situations or when waived by the Chancellor, requests for unpaid leaves for longer than 20 working days should be submitted within 10 days following the beginning of one semester for the following semester.

ALL TERMS AND CONDITIONS OF THE ABOVE POLICIES WILL BE RE-EVALUATED IN FALL 2004

Reviewed and approved by Chancellor Philip Day, Jr. on April 26, 2002
SABBATICAL LEAVE APPLICATION AND AGREEMENT
FOR ADMINISTRATOR

Applications are due on the first Tuesday of September

1. Name: ____________________________  SS#: ____________________________
   Title: ______________________________
   Home Address: ____________________________
   City/Zip: ____________________________
   Res. Tel.: ____________________________  Office Ext.: ____________________________

2. I request a leave for:  □ Renewal  □ Education
   □ Professional development  □ Special Project

3. Time Requested:
   (Indicate your preferences by listing your ranked choices in the boxes below, leaving blank
   those options you are not interested in considering.)

   [ ] One Semester (100% salary)
   [ ] Fall Semester
   [ ] Spring Semester

   [ ] Full Year (60% salary or average salary for two (2) years (80%))

4. I have read, understand and accept the conditions set forth for accepting a sabbatical
   leave. I have attached a completed sabbatical leave proposal form.

Employee Signature: ____________________________  Date: ____________________________
PLEASE NOTE:

A. Once a sabbatical is awarded, no switching of the beginning semester may occur.

EMPLOYEES SHOULD CHECK WITH THEIR RETIREMENT SYSTEM FOR EFFECTS OF THIS LEAVE ON RETIREMENT / ELIGIBILITY BENEFITS

GENERAL INFORMATION

PURPOSE: Sabbatical leaves are a professional benefit accorded to qualified members of the certificated staff by the Board of Trustees for the purpose of renewal, education, professional development or special project which will benefit the schools and students of the College.

ELIGIBILITY: Administrators are eligible if:

(1) They have a minimum of twelve (12) credited semesters of full-time service at the time of application AND
(2) All such service required certification qualifications AND
(3) All such service shall have been at City College of San Francisco

CRITERIA:

- Seniority (semesters of service since last sabbatical)
- Benefit to institution
- Benefit to individual for renewal in relation to his/her professional responsibilities
- Timing of leave consistent with institutional priorities (Rationale will be given to applicant.)
- The administrator who has not been previously granted a sabbatical will be favored. If an application for sabbatical is denied because of institutional priorities, that administrator's application will be given priority in the following year.

NOTIFICATION: Applicants are advised to notify their immediate supervisor of their intended sabbaticals to accommodate necessary long-range planning.
CITY COLLEGE OF SAN FRANCISCO
SABBATICAL LEAVE PROPOSAL

Name: __________________________ Title: __________________________

Last First Middle

A. Proposal (Check appropriate box or boxes):
   □ Renewal
   □ Professional development
   □ Education
   □ Special Project

B. Describe Proposal:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
C. Describe how this sabbatical meets the following criteria:
   - Seniority (semesters of service since last sabbatical)
   - Benefit to institution
   - Benefit to individual for renewal in relation to his/her professional responsibilities
   - Timing of leave consistent with institutional priorities (Rationale will be given to applicant.)
   - The administrator who has not been previously granted a sabbatical will be favored. If an application for sabbatical is denied because of institutional priorities, that administrator's application will be given priority in the following year.

D. How will your sabbatical activities and the accomplishment of your objectives benefit (a) your students, (b) you, (c) your department(s), and (d) the College?

E. Indicate how you plan to report the outcomes of the sabbatical leave.

Applicant Signature: ___________________________ Date: ___________________________

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<tr>
<th>ELIGIBILITY:</th>
<th>[ ] Eligible</th>
<th>[ ] Ineligible</th>
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<th>RECOMMENDED:</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
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Vice Chancellor Date: ___________________________

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<th>APPROVAL:</th>
<th>___________________________ Date: ___________________________</th>
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Chancellor
REQUIREMENTS AND PROCEDURES UPON RETURN FROM SABBATICAL LEAVE

- **Education Sabbatical:**
  The employee shall submit an official transcript of course work satisfactorily completed to the Human Resources Office, 33 Gough Street, *Attention: Sabbatical Desk.*

- **Sabbatical Report:**
  The employee shall submit a report within 60 calendar days of the beginning of the subsequent semester to the Human Resources Office, 33 Gough Street, *Attention: Sabbatical Desk.* It is expected that the employee will present a well-organized, professional typewritten report which must include a one-page summary suitable for dissemination.

A receipt will be issued to the employee by the Human Resources Office, 33 Gough Street, for the transcript/report submitted, and then the transcript/report will be submitted for review to the Committee designees together with a copy of the original approved proposal.

After the review, the Committee designees will forward its assessment of the report’s compliance with the above-stated criteria to the Chancellor. The Chancellor/Designee will inform the employee, in writing, if the report has been approved/disapproved. If the report is approved, the Chancellor will send a copy of that letter with the transmittal form to the Human Resources Office to be placed in the employee’s permanent file and will transmit the report to the College Library/Campus Teachers’ Resource Center.

If the report is unsatisfactory, the Chancellor will notify the employee, in writing, including reason(s) for rejection, and will require the employee to rewrite the report within twenty (20) work days. The report will again be subject to the review procedures by the Committee designees. A timely appeal of a Notice of Rejection may be filed with the Chancellor.
Applications are due on the first Tuesday of September

1. Name: ___________________________ SS#: ___________________________
   Title: ___________________________
   Home Address: ___________________________
   City/Zip: ___________________________
   Res. Tel.: ___________________________ Office Ext.: ___________________________

2. I request a leave for:  
   ☐ Renewal       ☐ Education       ☐ Professional development       ☐ Special Project

3. Time Requested:
   (Indicate your preferences by listing your ranked choices in the boxes below, leaving blank those options you are not interested in considering.)
   Short-Term Paid Leave (100% salary)
   [ ] Fall Semester: from ___________ to ___________
       month/date/year       month/date/year
   [ ] Spring Semester: from ___________ to ___________
       month/date/year       month/date/year
   [ ] Summer Semester: from ___________ to ___________
       month/date/year       month/date/year

4. I have read, understand and accept the conditions set forth for accepting a short-term paid leave. I have attached a completed short-term paid leave proposal form.

Employee Signature: ___________________________ Date: ___________________________
PLEASE NOTE:

A. Once the leave is awarded, no switching of the beginning semester may occur.

EMPLOYEES SHOULD CHECK WITH THEIR RETIREMENT SYSTEM
FOR EFFECTS OF THIS LEAVE ON RETIREMENT / ELIGIBILITY BENEFITS

GENERAL INFORMATION

PURPOSE: Short-term paid leaves are a professional benefit accorded to qualified members of the certificated staff by the Board of Trustees for the purpose of renewal, education, professional development or special project which will benefit the schools and students of the College.

ELIGIBILITY: Administrators are eligible if:

(1) They have a minimum of twelve (12) credited semesters of full-time service at the time of application AND
(2) All such service required certification qualifications AND
(3) All such service shall have been at City College of San Francisco

CRITERIA:

- Seniority (semesters of service since last leave)
- Benefit to institution
- Benefit to individual for renewal in relation to his/her professional responsibilities
- Timing of leave consistent with institutional priorities (Rationale will be given to applicant.)
- The administrator who has not been previously granted a leave will be favored. If an application for leave is denied because of institutional priorities, that administrator's application will be given priority in the following year.

NOTIFICATION: Applicants are advised to notify their immediate supervisor of their intended leave to accommodate necessary long-range planning.
CITY COLLEGE OF SAN FRANCISCO
SHORT-TERM PAID LEAVE PROPOSAL

Name: ___________________________ Title: ___________________________
Last __________ First __________ Middle ___________________________

A. Proposal (Check appropriate box or boxes):
☐ Renewal
☐ Professional development

☐ Education
☐ Special Project

B. Describe Proposal:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
C. Describe how this short-term paid leave meets the following criteria:

- Seniority (semesters of service since last leave)
- Benefit to institution
- Benefit to individual for renewal in relation to his/her professional responsibilities
- Timing of leave consistent with institutional priorities (Rationale will be given to applicant.)
- The administrator who has not been previously granted a leave will be favored. If an application for leave is denied because of institutional priorities, that administrator's application will be given priority in the following year.

D. How will your leave activities and the accomplishment of your objectives benefit (a) your students, (b) you, (c) your department(s), and (d) the College?

E. Indicate how you plan to report the outcomes of the paid leave.

Applicant Signature: ___________________________ Date: ___________________________

ELIGIBILITY: [ ] Eligible [ ] Ineligible

RECOMMENDED: [ ] Yes [ ] No

Date: ___________________________

Vice Chancellor

APPROVAL: ___________________________ Date: ___________________________

Chancellor