

Sabbatical Leave	Document No.	
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### 1.0 Purpose

This procedure establishes guidelines for the process by which faculty and administrative staff request sabbatical leave.

### 2.0 Revision History

Date	Rev. No.	Change	Ref Section
12-10-2003	1.0	New policy	
1-20-2009	1.1	Added employee replacement cost to the budget requirement.	4.6
1-20-2009	1.2	Added tentative budget and funding sources for proposed sabbatical project.	5.4.4
1-20-2009	1.3	Added process to account for a sabbatical budget.	7.3.2
1-20-2009	1.4	Added process to access funds and reimbursements for sabbatical projects or activities.	7.3.3

### 3.0 Persons Affected

3.1 Faculty and administrative staff who have completed six years of consecutive full-time employment.

3.2 Faculty and administrative staff who have completed six years of consecutive full-time employment since returning to work after a sabbatical leave.

### 4.0 Policy

The policy of Casper College is to ensure:

4.1 Sabbatical leaves are granted to faculty or administrative staff to pursue professional special studies, investigations, research, or other projects.

4.2 Faculty and administrative staff who have completed six years of consecutive full-time, or full-time equivalent if employed on less than a twelve-month

contract, employment are eligible to apply for sabbatical leave. Faculty and administrative staff who have taken sabbatical leave are eligible for sabbatical leave after completing another six years of consecutive full-time employment. The President, with the approval of the Board of Trustees, may overrule the eligibility guidelines.

- 4.3 Sabbatical leave shall be for the length of the employee's annual contract, one-half the length of the employee's annual contract, or for a period approved by the Board of Trustees. Sabbatical leave shall not exceed one year.
- 4.4 Employees on sabbatical leave shall be considered full-time employees for the purpose of computing length of service and are entitled to all applicable full-time benefits.
- 4.5 Sabbatical leave is available for the following time lengths and compensation schedules. Other schedules are available upon Board approval.

<u>Time Length</u>	<u>Compensation</u>
▪ Full annual contract period	full pay
▪ Half annual contract period	half pay
▪ Full annual contract period, working half-time	full pay

- 4.6 Employees on sabbatical leave will return to the position held prior to the leave. Reassignment may be made upon mutual agreement between the employee and Casper College.
- 4.7 Funds are budgeted and allocated annually for sabbatical leave salaries, benefits, replacement costs, and project or activity cost. Funds budgeted are limited to available resources.
- 4.8 Sabbatical leave may be terminated prior to the expiration date upon mutual agreement between Casper College and the employee or upon a breach of the sabbatical agreement by the employee. The stipend paid to the employee shall cease upon termination.
- 4.9 Employees who do not return to work at Casper College after their sabbatical leave will reimburse the college the full amount of the sabbatical stipend. Employees who return to work at Casper College for less than two times the length of their sabbatical leave will reimburse the college a prorated rate of the sabbatical stipend. The Board of Trustees may amend the obligation to return to work at their discretion.
- 4.10 All employees that are granted sabbatical leave shall submit a written report on their sabbatical to the President within 90 days after they return to work.
- 4.11 Five percent or less of faculty are granted sabbatical leaves per fiscal year.

4.12 Five percent or less of administrative staff are granted sabbatical leaves per fiscal year.

## 5.0 Definitions

5.1 Administrative Staff. This job classification includes professional, non-faculty positions responsible for the management or operations of the college. Administrative employees are exempt from the Fair Labor Standards Act.

5.2 Faculty. This job classification includes employees who are responsible for teaching and instruction. Faculty are employed on a faculty contract.

5.3 Sabbatical Leave. A period of leave, usually with pay, granted by an employer for study or travel.

5.4 Sabbatical Leave Application Form. This document is used by eligible faculty and administrative staff to apply for sabbatical leave. The form includes the following items.

5.4.1 A description of the proposed sabbatical project or activity including a statement of relevance of the project or activity to the applicant's discipline or job.

5.4.2 The benefits of the sabbatical project or activity to Casper College.

5.4.3 The benefits of the sabbatical project or activity to the applicant.

5.4.4 Budget and staffing impact of the sabbatical leave, which are developed with the applicant's immediate supervisor. The budget must include the salary and benefits for the applicant, the cost of replacing the employee while on leave, project or activity costs, and miscellaneous expenses, and funding sources for the sabbatical project or activity.

5.4.5 Letter of recommendation from applicant's division chair or supervisor.

5.4.6 Faculty applicants need a letter of recommendation from a faculty within the same division. Administrative staff applicants need a letter of recommendation from an administrative staff within the same department.

5.4.7 Faculty applicants need a letter of recommendation from a faculty outside their division. Administrative staff applicants need a letter of recommendation from a Casper College employee outside their department.

## 6.0 Responsibilities

- 6.1 The Vice President of Academic Affairs is responsible for ensuring compliance to this policy for faculty and Academic Affairs administrative staff.
- 6.2 The Vice President of Administrative Services is responsible for ensuring compliance to this policy for Administrative Services administrative staff.
- 6.3 The Vice President of Student Services is responsible for ensuring compliance to this policy for Student Services administrative staff.
- 6.4 Eligible employees are expected to adhere to the guidelines of this policy.

## 7.0 Procedures

### 7.1 Application Activities

- 7.1.1 Eligible faculty should obtain a Sabbatical Leave Application Form from the chair of the Faculty Alliance. Eligible administrative staff should obtain a Sabbatical Leave Application Form from the chair of the Administrative Alliance.
- 7.1.2 Faculty must complete and submit the Sabbatical Leave Application Form to the chair of the Faculty Alliance by the first Monday of December. Administrative staff must complete and submit the Sabbatical Leave Application Form to the chair of the Administrative Alliance by the first Monday of December.
- 7.1.3 The respective alliance, or subcommittee thereof, will review the application, interview applicants when warranted, and make a recommendation of employees for sabbatical leave to the appropriate Vice President by mid-January.
- 7.1.4 The Vice Presidents will make written recommendation of employees for sabbatical leave to the President by January 31.
- 7.1.5 The President will make final recommendation to the Board of Trustees at the February board meeting.

7.1.6 The Board of Trustees will vote on accepting or denying the sabbatical leave for each employee.

7.1.7 The respective Vice President will notify the applicant of the Board of Trustees' decision.

## 7.2 Employees

7.2.1 Upon notification of being granted sabbatical leave, employees granted sabbatical leave will develop a plan with their immediate supervisors for the leave period.

7.2.2 The supervisor will notify the appropriate Vice President if there is a need to hire a temporary replacement employee.

7.2.3 Employees that have been on sabbatical will submit a written report (two copies) on their sabbatical to the President within 90 days after they return to work. One copy of the report will be filed in the employee's personnel file and one copy will be stored in the Casper College Library.

## 7.3 Accounting

7.3.1 The Payroll Department will pay the employee a salary using established payroll procedures.

7.3.2 Division chairs or department supervisors of employees granted sabbatical leave will incorporate the sabbatical budgets into their division or department budget.

7.3.3 Employees access funds and reimbursements for project or activities costs through the employee's departmental procedures using requisitions or a college credit card and supporting documentation.