



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: SABBATICAL LEAVE FOR EXEMPT EMPLOYEES

Code: CC1009

Policy Reference: C0506, Professional Leave for Non-Represented Employees;
C0507, Summary of Non-Represented Employee Benefits

Goal/Purpose of Sabbatical

The purpose of sabbatical leave is to increase the employee's value to the college as they improve themselves as an employee. The sabbatical program is intended to strengthen the faculty, staff and administration of the College by providing time for scholarship, professional development or other relevant work. Each leave has a direct benefit for MATC. An individual may be granted sabbatical leave under the following criteria:

1. Meet specific needs of the District
2. Benefit to students
3. Improve instruction
4. Improve job performance by working in a job related to work assignment
5. Improve job performance through education by obtaining a higher degree. (If the sabbatical leave is for the purpose of attending school, employees must take at least the normal credit load for their program or an approved program as recognized by the VP of Learning.
6. Engage in discipline-related research, study and/or writing that benefits MATC community, school, program and/or department.

A sabbatical leave may be awarded for one semester or one full year (two semesters). Preference shall be given to requests for one (1) full year's sabbatical.

For faculty, one year means an academic year (two semesters) for staff one year means a calendar year.

The maximum number of sabbaticals to be awarded to full-time employees is limited to the following:

- Four (4) faculty
- Two (2) educational support/paraprofessional
- Two (2) administrative employees (Any sabbatical leave granted to a non-teaching employee will not be counted toward the 4 allocated for faculty).

Eligibility

The employee must have worked as a full-time employee at MATC for six (6) out of the previous eight (8) years including the year preceding sabbatical leave. Years worked prior to a sabbatical may not be counted toward the required number of years for a subsequent sabbatical.

Compensation

Sabbatical leave with pay shall not be granted for less than one (1) semester or more than two (2) semesters.

Such leave shall be subject to the following financial arrangements:

- a. The employee shall be paid at the rate of 60% of their salary for each semester of their sabbatical leave
- b. Salaries shall be paid on the same schedule as that of the regular employees.

Benefits

An employee on paid sabbatical leave shall continue to receive fringe benefits, excluding sick leave, with continuing employment longevity during the period he/she is on leave. An employee on unpaid leave shall have the option to make his/her own and the college's regular contribution to all benefits requiring such contributions.

Request for Sabbatical

The employee must give one and one-half (1 and 1/2) semesters' notice in writing to his/her immediate supervisor of the request for a sabbatical leave, stating the nature of the program of professional improvement that he/she contemplates pursuing. However, under extenuating circumstances, this provision may be waived at the discretion of the VP of learning. The immediate supervisor will sign the application prior to submission to the committee.

Approval of Sabbatical Leave

A Committee of Faculty (3-5), Staff, and Administration will review anonymous applications, judge them based on published guidelines, and forward recommendations to the VP of Learning. A Sabbatical leave shall be granted when recommended by the MATC VP of Learning and President and confirmed by the Board. Requests will be responded to one (1) semester prior to leave.

Timeline*

July 15	Announcement of the request for sabbatical proposals
October 1 – December 4	Application Period (NOTE: Application must be approved by supervisor prior to submission)
December 7-18	Review of applications by committee
January 5	VP of Learning /President approval
January 30	District Board Confirmation
February 15	Applicant notification

(* Timeline is subject to change)

Promissory Note

The employee must sign a promissory note and a written agreement to return to work after his/her leave is completed and to work at least one (1) year thereafter or refund his/her entire sabbatical leave pay.

Extension of Sabbatical Leave

Employees seeking to extend their period of leave beyond the original approved time may apply to their immediate supervisor for extended leave consistent with the compensation and benefit provisions above, i.e. pay and benefits end after the second semester. Sabbatical leave, including extension, may not exceed 3 semesters. Request for an extension is due on March 15 or October 15 of the Sabbatical Year. Approval for the extension must be obtained by the VP of learning.

Subsequent Sabbaticals

A qualifying employee who has been awarded and taken a two-semester or one fiscal-year Sabbatical must wait six (6) years before applying for a new Sabbatical. If their prior Sabbatical was for 1-semester or less than 6 months, they must wait three (3) years before applying for a new Sabbatical.

Office of Responsibility: Academic Services / HR
Last reviewed: April-2022