

Procedure Manual



Title: Sabbatical Leave	Number: A6Hx2-4.27
Policy Number: 6Hx2-4.27	Page: 1 of 2

Faculty

The rules and procedures for full-time Faculty regarding Sabbatical Leave are contained in Article 6.30 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*.

Administrators

Eligibility. Administrators who have completed at least five years of continuous full-time service at the college and are not enrolled in the FRS DROP program are eligible to apply for sabbatical leave. An Administrator may not be granted a sabbatical leave until all obligations from any previous sabbatical leave have been fulfilled. Applications for sabbatical leave are limited to once every five (5) years unless there is a compelling opportunity of benefit to the administrator's development.

Number of Sabbaticals. The number of sabbatical leaves awarded each year will be contingent upon the available resources and based on operational needs of each department.

Types of Sabbatical Leave. Administrators may apply for a full year (twelve consecutive months) sabbatical leave at half pay, a one-term leave at full pay, or the equivalent of a one-term leave over a full academic year. (Pay is defined as the annual contract salary of the primary position held at the time the leave is taken. Pay shall not include supplements, overtime, or any other addition to the base salary.)


Criteria for Award. Applications for sabbatical leave must specify at least one of the following purposes:

- Initiation or continuation of a degree program related to current or potential Broward College employment.
- Formal study or work practicum in a field related to current or potential Broward College employment.
- Writing with intent to publish, creative work in the visual or performing arts, research, or similar activities, provided that they are related to the current job assignment.

Other factors, such as the recency of previous sabbatical leave, completeness of the application, and full-time or part-time enrollment in educational programs, may also be considered.

Application Process. Application forms are available on the Broward College web site. Applications must be filled out completely with a detailed description of the planned activities and the benefits of the activities to both the employee and the College. By the end of Term I, applications and supporting documents for the following fiscal year must be submitted through normal administrative channels to the Vice President, Talent and Culture. Late applications will not be considered.

Administrators who choose academic study must complete a tuition reimbursement form prior to the start of the semester of study if requesting reimbursement for tuition paid while on sabbatical.

Recommending Officer's Signature Jamonica Rolle	Date: 05/31/24	President's Signature 	Date: 05/31/2024
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Title: Sabbatical Leave	Number: A6Hx2-4.27
Policy Number: 6Hx2-4.27	Page: 2 of 2

Administrators whose sabbatical leave plans change after being granted a leave must request approval to change their plans prior to beginning the sabbatical. Such requests must be submitted to the Vice President, Talent and Culture and approved by the President and the Board of Trustees. Individuals who fail to request such approval shall forfeit the leave, and any payments received shall be repaid immediately.

Sabbatical Leave Committee. The President's Leadership Team shall appoint a non-faculty sabbatical leave committee comprised of a college-wide cross section of administrators to review sabbatical applications. The committee will have no fewer than five members. Recommendations for sabbatical leave shall be made to the President by this committee. The final decision on granting of sabbatical leaves shall be made by the Board of Trustees.


Reporting. Within one term of return from sabbatical leave, the administrator must file with the Vice President, Talent and Culture a written report that evaluates the goals of the sabbatical with actual outcomes achieved. Reports must include how the sabbatical benefited the employee, the department, pathway, campus and/or the College community. The reports shall be submitted through the administrator's supervisory chain.

In the case of academic study, an official transcript showing successful completion of the coursework with a grade of "C" or better shall be considered sufficient reporting. Failure to submit the required report or transcript or failure to complete the coursework with a grade of "C" or better shall require the immediate repayment of the salary paid during the sabbatical leave.

Repayment. Recipients of sabbatical leaves shall return to the college immediately upon completion of the sabbatical leave and serve one full year for each academic semester of sabbatical leave granted. If the employee does not remain at the College for the length of time required by this obligation, the employee shall reimburse the College for salary paid during the sabbatical leave. The amount of repayment shall be determined on a pro rata basis according to the number of days worked since the completion of the sabbatical leave compared to the total number of days obligated.

Such payment shall be due immediately upon the employee's failure to complete the service obligation. Recipients of sabbatical leave shall sign a promissory note to the college containing these repayment provisions prior to taking sabbatical leave.

Benefits. In all matters of seniority, salary, insurance, and retirement benefits, persons on sabbatical leave shall be given the same consideration as those on duty and shall continue to be required to pay the cost share to the college while on sabbatical leave or risk losing such benefits. Sick or vacation hours, shall not be accrued during the period of the sabbatical leave.

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