

# Procedure Manual



<b>Title: Sabbatical Leave</b>	<b>Number:</b> A6Hx2-4.27
<b>Policy Number: 6Hx2-4.27</b>	<b>Page:</b> Page 1 of 2

## Faculty

The rules and procedures contained in this policy and related procedures are generally applicable, unless specifically provided otherwise in Article 6.30 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*.

## Administrative and Professional/Technical Staff

**Eligibility.** All administrators and professional/technical staff 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. Personnel who have previously received a sabbatical leave are not eligible to apply for another sabbatical until they complete the repayment provision of the earlier leave.

**Number of Sabbaticals.** The number of sabbatical leaves awarded each year will be contingent upon the availability of non-SPD college-wide funds.

**Types of Sabbatical Leave.** Administrators and professional/technical staff may apply for a sabbatical leave for one academic year at half pay, for one semester at full pay, or the equivalent of a one-term leave over a full academic year. (Pay is defined as the annual contract salary in the 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, and 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 staff member 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 Associate Vice President for Human Resources and Equity. Late applications will not be considered.

Staff members 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.

Staff members 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 Associate Vice President

<b>Recommending Officer's Signature</b> <i>Linda Howdyshell</i>	<b>Date:</b> 03/21/2013	<b>President's Signature</b> <i>J. Daniel Anthony J.</i>	<b>Date:</b> 03/21/2013
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<b>Policy Number:</b> 6Hx2-4.27	<b>Page:</b> Page 2 of 2

for Human Resources and Equity 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 Committee.** The President's Leadership Team shall appoint a non-faculty sabbatical committee comprised of a college-wide cross section of administrators and professional/technical employees 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 staff member must file with the Associate Vice President for Human Resources and Equity a written report that evaluates the goals of the sabbatical with actual outcomes achieved. Reports must include how the sabbatical benefited the employee and the department, campus and college. Reports shall be submitted through supervisory channels through the appropriate Campus President, Sr. Vice President, Vice President or Assoc. Vice President.

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 for a period of 2 years from the date of the completion of the leave. Completion of the 2-year period shall completely repay the sabbatical. If the 2-year period is not served, however, the staff member shall immediately repay, in cash or money order, all salary received during the sabbatical. If the 2-year period is partially completed, the amount of the repayment shall be based on the percentage of the 2-year obligation completed, calculated by dividing the number of days worked by the number of days obligated. Such payment shall be due immediately upon the staff member'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; neither sick leave nor vacation leave, however, shall be earned during the period of the sabbatical leave.

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