

**ACADEMIC ADMINISTRATOR SABBATICAL LEAVE**

*Reference: Education Code 87770*

The purpose of Sabbatical Leave is to provide administrators the opportunity for study, research, and/or related activities that will enhance administrative skills resulting in more effective leadership and service to the District.

1. Eligibility

To be eligible to apply for a Sabbatical Leave, an administrator must have completed six (6) or more years of full-time service with the District and be in good standing. Full-time is defined as having served more than seventy-five percent (75%) of the number of hours considered as a full-time assignment for administrators having similar duties. A Sabbatical Leave does not constitute a break in service. An administrator may be granted another Sabbatical Leave after completion of an additional six (6) years of administrative service.

2. Conditions for Granting the Leave

The leave will be granted in accordance with Education Code Section 87770. The administrator will be required to sign the Southwestern College District Sabbatical Leave of Absence Agreement enumerating the conditions for the leave. As a condition of being granted administrative Sabbatical Leave, the administrator must agree to render service to the District for at least twice the length of the leave following his or her return from the leave. If the administrator fails to perform the required service, he or she will be liable to the District for all amounts paid as compensation during the Sabbatical Leave.

3. Compensation and Length of Leave

Salary payment will be on a monthly basis, unless otherwise approved by the Governing Board. The payment will be as follows: One (1) year leave--salary and benefits will be fifty percent (50%) of the annual salary and benefits of the administrator; one-half (1/2) year leave--administrator shall receive one hundred percent (100%) of his/her annual salary and benefits. A one-half (1/2) year leave is defined as one-half (1/2) of the required annual months on duty of the administrator being granted the leave, i.e., an administrator assigned annually for eleven (11) months would be granted a leave for five and one-half (5½) months.

While on Sabbatical Leave, administrators accrue illness leave credit, and vacation leave credit. Sabbatical leave shall count toward retirement, and retirement contributions shall be collected in the usual manner.

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Applications shall be submitted no later than ninety (90) days prior to the start of the Sabbatical Leave. A plan for the leave shall be submitted in the specified format and include approval by the applicant's supervisor. Such leave proposals shall be forwarded to the Superintendent/President who will make the final recommendation to the Governing Board.

**5. Selection**

The applicant's service records, application for leave, and the proposal shall be reviewed by an Administrative Leave Committee. This committee shall be composed of three (3) people to include one Academic Administrator and one Classified Administrator (one of which shall be the President of SCCDAA) and a Vice-President appointed by the Superintendent/President. The committee shall review all leave applications and recommend the qualified proposals to the Superintendent/President. The Superintendent/President shall make recommendations to the Governing Board. Leaves may not be changed after receiving approval unless approved in advance by the Superintendent/President.

**6. Leave Report**

Within three (3) months following return from Sabbatical Leave, the administrator must submit a report to the Administrative Leave Committee. The committee will review the report and may request further refinement of the report prior to submitting it to the Superintendent/President for review and submission to the Board.