



SABBATICAL LEAVE COMMITTEE

HANDBOOK

(6/24/15)



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE HANDBOOK
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CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE TIMELINES

<i>MONTHS</i>	<i>LETTERS OF INTENT</i>	<i>APPLICATIONS FOR SABBATICAL LEAVE OF ABSENCE</i>	<i>REPORTS</i>
<i>June</i>			Vice Presidents of Academic Services sends letter to Fall Semester Faculty returnees — reminder report due 60 days after the start of return to active service.
<i>July</i>			
<i>Aug</i>			
<i>Sept</i>		<p>By Sept 15 at 5:00 p.m. or the following instructional day applications due to their respective Vice President of Academic Services Office (Articles 12-1A.7 and 12-1B.) along with request to use earned workload banked, if applicable. (Articles 12-1A.4g.)</p> <p>Sabbatical Leave Committee begins its review of applications after Sept 15.</p>	
<i>Oct</i>		Review of applications.	Reports are due to the Chair of the Sabbatical Leave Committee through the respective college Vice President of Academic Services 60 days after start of return to active service from Faculty returning Fall Semester. (Articles 12-1A.9b. and 12-1B.)
<i>Nov</i>		Review of applications.	Sabbatical Leave Committee begins review of Reports from previous Spring Semester and previous academic year. Complete review no later than 60 days after beginning of the following semester or as soon thereafter, as possible.



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			<p>Reports with Sabbatical Leave Committee approval or disapproval forwarded to Chancellor through College President for Board Of Trustees review. (Articles 12-1A.9b. and 12-1B.)</p>
<i>Dec</i>		<p>Sabbatical Leave Committee completes its review of the applications and forwards the approved applications with any recommendations, through the College President, to the Chancellor before <u>the end of Fall Semester</u>. (Articles 12-1A.7 and 12-1B. If denied, see Appeal Process -- Article 12-1A.7a.)</p>	<p>Office of the Vice Presidents of Academic Services through the Sabbatical Leave Committee will send letter(s) to Spring Semester Faculty returnees reminding them that their Sabbatical Leave of Absence Report is due <u>no later than 60 days</u> after the start of their return to active service.</p>
<i>Jan</i>		<p>Applications with Sabbatical Leave Committee recommendations submitted by the respective College President to Chancellor for Board Of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Articles 12-1A.7 and 12-1B.)</p> <p>After Board of Trustees' action, Human Resources will notify participants of next step(s) [e.g., CALSTRS Contribution -- outlining retirement buy-back opportunities.]</p>	



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<i>Feb</i>		<p>Applicants shall be notified <u>no later than March 1</u> by the Vice Presidents of Academic Services through the Sabbatical Leave Committee of the Board Of Trustees action (Articles 12-1A.7 and 12-1B.). Vice Presidents of Academic Services through the Sabbatical Leave Committee Chair will provide Human Resources and Payroll the list of approved applicants, Applications for Sabbatical Leave of Absence, and Workload Banking: Augment Sabbatical Salary forms. If applicable, and whether funded or unfunded. (Article 12-1A.4g.)</p>	
<i>March</i>	<p>Vice Presidents of Academic Services to send Letters of Intent to all regular Full-Time Faculty at their respective colleges by end of second week of March (Articles 12-1A.3, 12-1A.6 and 12-1B.).</p>	<p>See language above in February.</p>	<p>Reports due no later than 60 days after return to active service from Faculty returning from Fall Semester only Leaves. (Articles 12-1A.9b. and 12-1B.)</p> <p>Sabbatical Leave Committee completes review of Sabbatical Leave of Absence Reports (60 days after start of Spring Semester), or as soon thereafter as possible, and forwards with recommendation for their approval or disapproval through College Presidents to Chancellor for Board Of Trustees review. (Articles 12-1A.9b. and 12-1B.)</p>
<i>April</i>	<p>Letters due by 5:00 p.m. on <u>April 1</u> or the following instructional day at each College's Office of Academic Services. (Articles 12-1A.6 and 12-1B.)</p>	<p>Human Resources shall mail the Sabbatical Leave of Absence Contract of Agreement to Board-approved applicants by April 1. This shall occur through a verifiable mailing system.</p>	<p>At the end of April, the Sabbatical Leave Committee reviews from Fall Semester Sabbatical Leave of Absence Reports and forwards their recommendation for approval or disapproval through College President to Chancellor.</p>



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	<p>By April 15 or the following instructional day, the Vice President of Academic Services at each college to send memo to Full-Time Faculty confirming receipt of Letters of Intent.</p>	<p>Board-approved applicants will return signed Contract of Agreement to Human Resources no later than ten days after receipt. (Article 12-1A.9a.)</p> <p>Human Resources will verify with Sabbatical Chair through the Vice Presidents of Academic Services receipt of Board-approved applicant's Contracts of Agreements no later than April 30.</p> <p>If the contract is not signed within 10 days, then the offer of a Sabbatical Leave of Absence shall be automatically withdrawn. (Article 12-1.9a.)</p>	
<i>May</i>	<p>Prior to the end of Spring Semester, one Vice President of Academic Services has responsibility to:</p> <ul style="list-style-type: none"> a) prioritize all Letters of Intent, b) obtain funding information from District Business Services, and c) send names of applicants through Chairperson of Sabbatical Leave Committee memo informing them of their priority numbers. 	<p>Human Resources will obtain both parties signatures by the end of May. A copy will be sent through a verifiable mailing system to the Board-approved applicant.</p> <p>In the absence of signed agreement, the FA-District Contract shall control and is binding on the Sabbatical Leave of Absence recipient. (Article 12-1A.9a.)</p> <p>Sabbatical Leave Committee will be responsible for identifying and assigning mentors from the Sabbatical Leave Committee to coach recipients who will be absent on sabbatical leave the following Academic Year.</p>	



GENERAL INFORMATION

Your Priority Ranking for Sabbatical Leave of Absence

Faculty members who submitted Letters of Intent to Apply for Sabbatical Leave of Absence will be assigned a priority ranking. Your rank may change for any of the following reasons:

1. Potential applicants inform the Committee, in writing, of their withdrawal of the intent to apply.
2. Potential applicants fail to submit a Sabbatical Leave of Absence Application before 5:00 p.m. on September 15.*
3. An applicant informs the Committee, in writing, of his/her withdrawal or cancellation of the Leave Application before March 1.
4. A Sabbatical Leave of Absence Application is not approved by the Committee.

Deadline for Submitting Sabbatical Leave of Absence Application

Applications for Sabbatical Leave of Absence are due to your college's Office of the Vice President, Academic Services no later than 5:00 p.m. on September 15.**

If you are intending to utilize workload bank to augment your salary, you must attach to your Sabbatical Leave of Absence Application the Workload Banking: Augment Sabbatical Salary form. [Appendix B]

Applications received by the Office of the Vice President, Academic Services after this due date and time cannot be accepted by the Sabbatical Leave Committee. It is your responsibility to ensure that this deadline is met; therefore, it is strongly recommended that you:

- a) allow sufficient time if campus mail or U.S. mail is used;
- b) advise your immediate supervisor who must review and sign the application of this deadline;
- c) contact your College's Office of the Vice President, Academic Services, prior to deadline to confirm that the application has been received, unless, of course, you have hand delivered it yourself; and
- d) keep a copy of your signed, completed application packet.

If you need assistance in preparing your application, please contact any member of the Sabbatical Leave Committee. Members of the Sabbatical Leave Committee are available to offer guidance on preparing your application, clarify the application approval process and deadlines, and answer questions. Call or email them as soon as possible for the most timely help or check the Sabbatical Leave Committee website.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association, January 1, 2012 – December 31, 2014.

**Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

GENERAL INFORMATION

Should you decide to withdraw or cancel your application, it would be greatly appreciated if the Sabbatical Leave Committee is informed, in writing, as soon as possible of your decision. This will allow the Committee to immediately reassign the limited funds to a colleague who has also applied for a Sabbatical Leave of Absence.

Making Serious or Unforeseen Changes to Approved Sabbatical Leave of Absence

Any serious or unforeseen changes to your Leave of Absence, as stated in your approved application, must be approved by the Chancellor in order to avoid financial consequences.

Please refer to Article 12-1A.9o. of the Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association for details of your Sabbatical Leave of Absence Report and modifications to your Sabbatical Leave of Absence purpose.

Requests to modify an approved Sabbatical Leave of Absence shall be made immediately and in writing (including by email) to the college's Vice President, Academic Services of your respective college, who shall promptly notify the Sabbatical Leave Committee [Article 12-1A.9o.] of the request. Modifications may be requested due to the unit member experiencing serious or unforeseen circumstances affecting his/her initial sabbatical request. This request to modify shall include the reason(s) for the modification, a description of alternative plan(s) including alternative objective(s) and method(s) for achieving the intended outcome.

The Sabbatical Leave Committee shall recommend its approval or disapproval of the requested change(s) to the Chancellor for final approval in consultation with the appropriate College President. Once the Chancellor has made his/her decision, the Chair of the Committee will be notified and will communicate the decision to the applicant immediately.

Canceling/Rescinding Sabbatical Leave of Absence after Board Approval

If you decide to cancel/rescind your Board-approved Sabbatical Leave of Absence, please notify as soon as possible by verifiable written notification (email acceptable):

- Your college's Dean;
- Vice President, Academic Services, who will notify the Sabbatical Leave Committee Chair and Committee. The Sabbatical Leave Committee Chair and Vice President, Academic Services will notify the Chancellor and Board of Trustees;
- Human Resources; and
- Payroll.

Failure to do the above may result in problems with class assignment(s); pay warrant, benefits and retirement financial consequences.

GENERAL INFORMATION

Step Advancement Credit for Unpaid Sabbatical Leaves of Absence

Sabbatical Leave Committee views the purpose of the Sabbatical Leave of Absence to be of educational benefit to the students and the District; and, thus, pursuant to Article 12-1B of the *Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association (January 1, 2012 – December 31, 2014)*. Step Advancement will follow per Article 12-1B.

Reimbursing CALSTRS for Retirement Contributions Not Made While You Are On Sabbatical Leave of Absence

Faculty who take a Sabbatical Leave of Absence have the option at any time to “buy back” retirement service credit for the difference between the amount they received as salary and their full rate. In order to do this, they must complete all obligations on the Sabbatical Leave of Absence and pay their portion of the retirement contribution.

In order to determine your portion due of the retirement contribution, you must contact CALSTRS and inform them you wish to “buy back” service credit lost during your Sabbatical Leave of Absence. They will send you an invoice detailing your contribution and the District’s. You will be given an option of making one lump sum payment or monthly payments. (In either case, you must get certification from the Sabbatical Leave Committee that you have fulfilled your obligations under your Sabbatical Leave of Absence Contract of Agreement. [Articles 12-1A.5 and 12-1B.]

Present your invoice from CALSTRS and the certification from the Sabbatical Leave Committee to the District Offices of Payroll and Human Resources. If you decide on one lump sum payment, pay your portion to the District. The District will then make payments to CALSTRS of both your portion and the District’s. If you choose to make monthly payments, make those arrangements with Payroll.

Questions should be directed to the District Offices of Payroll and Human Resources.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

GUIDELINES FOR DOCUMENTATION OF ATTAINMENT OF OBJECTIVES



In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution only), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Leave for which coursework is the only activity, normally consists of what would be a Full-Time Load for a graduate student (twelve [12] graduate semester units for the year).
 - (2) If undergraduate and not combined with another approved activity, then twelve [12] units per semester are required.
 - b. If a course is only “audited,” a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **and**
 - (2) **dated** class notes taken during attendance in the course.
2. WORK EXPERIENCE
 - a. Indicates the name and place where work was done.
 - b. Indicates the type of work performed.
 - c. Indicates the quantity of time spent working.
 - d. Indicates the quality of the work performed.
3. TRAVEL/STUDY/VISITATION
 - a. Travel itineraries (places, dates, time, etc.)
 - b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
 - c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
 - d. Bibliography of material read, studied, and/or collected.
 - e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

GUIDELINES FOR DOCUMENTATION OF ATTAINMENT OF OBJECTIVES

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the location(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and/or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX A

Letter of Intent



MEMORANDUM

Sabbatical Leave Committee



TO: All Faculty

FROM: Sabbatical Leave Committee

DATE:

SUBJECT: Letter of Intent to Apply for Sabbatical Year

If you are a Faculty member with regular status and employed half-time or more, and by August, [Year], will have completed six (6) Academic Years of bargaining unit service, and are considering the possibility of applying for a Sabbatical Leave of Absence starting with the [Year] Academic Year, please use the attached form as your Letter of Intent. The deadline date for submission of the Letter of Intent to the Office of Academic Services at your college is on or before [Day], April 1, [Year]*, 5:00 p.m. **Late letters will not be accepted.** (Article 12-1A.6)

Upon receipt of your Letter of Intent, a letter stating it has been received will be sent to you. **If you do not receive this acknowledgement by April 15**, please contact your College's Office of the Vice President of Academic Services.

After April 2, one Vice President, Academic Services, on alternate year, will determine the priority ranking number for each person submitting a Letter of Intent and compute an approximate cost for each intended Leave in accordance with the Sabbatical Leave of Absence policy. The Vice President of Academic Services through the Chair of the Sabbatical Leave Committee will inform applicants of their priority ranking.

Please note that sabbatical priority numbers and the estimated Leave cost will be based on information **provided in the Letter of Intent** in order to minimize any delay in informing potential applicants. However, the Sabbatical Leave Committee reserves the right to recommend changes in priority ranking if:

1. the information provided in a Letter of Intent submitted by potential applicants is found to be incorrect upon completion of verification procedures, or
2. potential applicants inform the Committee, in writing, of their withdrawal of the intent to apply, or
3. potential applicants fail to submit a Sabbatical Leave of Absence application on or before [Day] September 15, [Year]*, or
4. an applicant informs the Committee, in writing, of his/her withdrawal or cancellation of their Sabbatical Leave of Absence Application, or

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**

5. a Sabbatical Leave of Absence application is not approved.

Since the information provided in the Letter of Intent must be correct, potential applicants should contact the Office of Human Resources about the accuracy of the requested information. In addition, a copy of the Sabbatical Leave of Absence Policy may be obtained from your respective college's Office of the Vice President of Academic Services or the [Human Resources Website](#).

Each individual submitting a Letter of Intent will be sent a packet containing an Application for Sabbatical Leave of Absence form and information. Carefully read Article 12-1 (Paid and Unpaid Sabbatical Leaves of Absence).

If you are planning to augment your sabbatical salary with your banked Workload, please be aware that when you submit your Application for Sabbatical Leave of Absence that you will also need to attach the Workload Banking: Augment Sabbatical Salary Form. (Article 12-1A.4g.) [Appendix B]

For help with questions about Sabbatical Leave of Absence and the application process, contact any member of the Sabbatical Leave Committee.

Completed Sabbatical Leave of Absence application forms must be received by your college's Office of Academic Services on or before [Day], September 15, [Year]*.

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

**LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE**



TO: Sabbatical Leave Committee
c/o Vice President of Academic Services

DATE: April 1, [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
(Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: _____
(Last) (First) (Middle)

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: _____ Academic Year: _____

Semester: _____ Academic Year: _____

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: _____
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes No

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.

(Signature)

(Date)

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX B

APPLICATION PACKET



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: _____

A. Applicant's Name: _____
(last) (first) (middle)

Address: _____
(street) (city) (state) (zip code)

College: Chabot Las Positas

Division: _____

Discipline: _____

Current Contact #: () _____ Office Phone: () _____
 cell home

Provide the following information, when available:

On Leave Contact #: () _____ Personal Email: _____
 cell home

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)
Semester: _____ Academic Year: _____
Semester: _____ Academic Year: _____

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: _____

Received and Reviewed by: _____
Administrator's Signature

Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President of Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: _____

W / SSN: _____

Date application received: _____

A. Seniority Number _____
(Article 12-1A.3b.)

B. Priority Ranking assigned number: _____ in a group of _____

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: _____

E. Vice President of Academic Services verification of banked workload: _____

(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name
of Vice President that prepared: _____

Date:
Completed: _____



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM:

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

1. One (1) semester Leave: _____ (Indicate semester/year)
2. One (1) continuous year Leave: _____ (Indicate academic year)
3. One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): _____.

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall Spring Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

1. One (1) semester Leave; or
 2. One (1) continuous Academic Year Leave; or
 3. One (1) aggregate year split within two (2) Academic Years.
- Fall Spr Yr ____
 Fall Spr Yr ____
 Fall Yr ____ Fall Spr Yr ____

Signature: _____ Date: ____/____/____
(Faculty Signature)

Approved Disapproved

Division Dean/Administrator Signature: _____ Date: ____/____/____

FOR OFFICE USE ONLY

Verified By: _____ Date: ____/____/____
(Vice President of Academic Services)

Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.

cc: Division Dean
 Vice President of Academic Services
 Faculty Applicant

Reference: Article 12-1A.4g- Faculty Collective Bargaining Agreement



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX C
SABBATICAL LEAVE OF ABSENCE REPORT



SABBATICAL LEAVE OF ABSENCE REPORT

Pursuant to the agreement between the Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association, the Sabbatical Leave Committee is required to evaluate all Sabbatical Leave Reports submitted after completion of a Sabbatical Leave of Absence. Such written reports must be filed in person with the Chair of the Sabbatical Leave Committee, c/o your college's Office of the Vice President of Academic Services, no later than sixty (60) calendar days after returning to active service.

In order to facilitate the evaluation process, you are asked to follow the prescribed format, as noted below:

- A. Fill out the attached *Sabbatical Leave of Absence Report Certification Form* [Article 12-1A.9], which will serve as the cover page for your report.
- B. The specific objectives, how the objectives and corresponding percentages of the whole work were completed, and the documentation demonstrating that an objective has been met should be the same as that approved in your application, including any modification requests.

Please attach a separate sheet for each objective and corresponding percentage and include the following information:

1. Statement of the specific objective.
 2. After each objective statement, a complete description of how the objective and corresponding percentage were achieved.
 3. A list or brief description of the documentation demonstrating that the objective and corresponding percentage have been met. Documentation material should be attached, if practical. If this material is of such a nature that attachment is not practical, please deliver it separately or otherwise inform the Committee regarding its availability for examination.
- C. Deliver the report, including documentation material, to the Chair of the Sabbatical Leave Committee care of your college's Office of the Vice President of Academic Services, as described above in the first paragraph.
 - D. It is important that you refer back to your contract of agreement, which you have signed. (Article 12-1A.9.)



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



SABBATICAL LEAVE OF ABSENCE REPORT CERTIFICATION FORM

(Please print in ink or type)

TO: Sabbatical Leave Committee

FROM: _____
(Last) (First) (Middle)

DIVISION: _____

SUBJECT AREA: _____

Period of Sabbatical Leave:

Semester: Fall Spring Academic Year: _____

Semester: Fall Spring Academic Year: _____

Certification:

I certify that I have completed the Sabbatical Leave of Absence Program and the objectives listed and described on my approved Sabbatical Leave of Absence Application, including any approved modification of the Leave Application.

(Signature)

(Date)

Please submit Certification and Sabbatical Leave Report to your college's Office of the Vice President, Academic Services.



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX D

Paid and Unpaid Sabbatical Leaves of Absence Contracts of Agreements



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

**Paid Sabbatical Leave
CONTRACT OF AGREEMENT**



This Agreement, made and entered into this ____ day of _____, 20__, by and between the Chabot-Las Positas Community College District acting by and through its Board of Trustees, hereinafter described as First Party, and _____, hereinafter described as Second Party:

WITNESSETH

WHEREAS, Second Party has rendered service to the Chabot-Las Positas Community College District in a position requiring certification qualifications for at six (6) full Academic Years as required by and defined in Section 87768 of the Education Code of the State of California; and

WHEREAS, First Party did, on the ____ day of _____, 20__, grant a Paid Sabbatical Leave of Absence to Second Party for the following period:

Fall and Spring, 20__ - 20__
Or
Fall, 20__
Or
Spring, 20__

In accordance with Sections 87768-87776, inclusive, of the Education Code of the State of California and Article 12-1 of the Faculty Association-District Collective Bargaining Agreement for the purposes set forth in the application of said Second Party for Sabbatical Leave of Absence.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. That the Second Party, in consideration of the granting of said Leave of Absence, following termination of said Leave of Absence, will return and render service in the employ of the Chabot-Las Positas Community College District and serve for a period equal to at least twice the period of the Leave of Absence, such service to commence with the _____ Semester of the 20__-20__ Academic Year.
2. That the Second Party will engage in activities during said Leave of Absence which will result in benefits to the college and students of the District as set forth in the approved application of said Second Party for Paid Sabbatical Leave of Absence. (See Article 12-1A.) The Party of the Second Part shall be held accountable to all relevant sections of the Faculty Association-District Contract and the Sabbatical Leave Committee shall have the power to enforce said provisions.
3. If the second party needs to make serious or unforeseen changes to the Sabbatical per Article 12-1A.9o., he/she must immediately inform the Sabbatical Leave Committee through the respective College Vice President of Academic Services. Approval by the Committee and Chancellor are required before making modification.

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Paid Sabbatical Agreement

4. That said Second Party, no later than sixty (60) calendar days after returning to active service in the District, as stated in numbered paragraph 1 above, will submit to the Sabbatical Leave Committee, a written report giving evidence that the program of study or travel or service as agreed upon has been carried out.

If the Sabbatical Leave Committee concludes that there is *prima facie* evidence that the Sabbatical Leave of Absence standards have not been satisfied, the Committee shall notify the recipient in writing, through the respective college Vice President, Academic Services.
(Article 12-1A.9d.2.a-d.)

5. That payment will be made to said Second Party by said First Party during the period of such Leave of Absence in an amount of \$_____ representing _____ percent (___%) of the scheduled salary which said Second Party would have received if no Leave of Absence had been taken. Said payment will be paid during the Leave of Absence in the same manner Second Party would have received regular contract salary payments if no Leave of Absence had been taken. The first party shall continue all group insurance benefits provided in Article 12-1A.5 of the Faculty Association-District Collective Bargaining Agreement.
6. That in consideration of the written agreement of Second Party herein contained to return to the service of the District and to render service for a period equal to at least twice the period of the Leave of Absence therein following the termination of said Leave of Absence as provided in numbered paragraph 1 of this agreement, the furnishing of a bond by said Second Party has been and is hereby waived by First Party.
7. That in the event said Second Party fails to render service for a period equal to at least twice the period of the Leave of Absence to the District following termination of said Leave of Absence, said Second Party shall be liable for, and shall refund to said First Party, within sixty (60) calendar days from and after date of termination of service, an amount of the compensation paid during said Leave of Absence as set forth in Section 87771 of the Education Code.
8. That in the event the Second Party fails to sign and return the contract for the Paid Sabbatical Leave of Absence within ten (10) calendar days after receipt thereof, s/he shall be deemed to have refused said leave and the offer of Paid Sabbatical Leave of Absence is automatically withdrawn.
9. Retirement Contributions, Benefits And Sick Leave While On Sabbatical Leave Of Absence (Article 12-1A.5).

- a. Retirement

Time on Sabbatical Leave of Absence will count toward retirement, and retirement contributions will be paid for these periods. The District will pay its share of payback to the State Teachers' Retirement System (STRS) or the Public Employees' Retirement System (PERS) to enable the unit member to obtain the same retirement credit as would have been received if the unit member were not on Sabbatical Leave of Absence provided:

- (1) the unit member satisfies the conditions of the Sabbatical Leave of Absence; and
- (2) the unit member elects to pay his or her share of the retirement contribution.

b. Benefits

The District shall continue to pay all group medical, dental, vision, and life insurance benefits provided in Article 20 while the unit member is on a Sabbatical Leave of Absence.

c. Sick Leave

For any Academic Year that includes one or both semesters on Sabbatical Leave of Absence, the Sick Leave earned shall be a pro-rata accrual of the normal ten (10) day allotment, in a proportion equal to the percentage of the unit members' normal salary that is to be disbursed for the Academic Year. [For example, a unit member earning seventy-five percent (75%) of his/her normal annual salary will accrue seven and half (7.5) days for the Academic Year.] If the unit member elects to use Banked Load to bring his/her pay to one hundred (100%), then the Academic Year's Sick Leave accrual shall be the full ten (10) days.

d. Personal Leave

Regular Faculty on Sabbatical Leave of Absence shall receive a full day of Personal Leave regardless of the length of the Sabbatical Leave of Absence.

e. Effect On Pre-Retirement Reduction Of Annual Workload

See Article 19.A.2a. for the implications of Sabbatical Leave of Absence vis a vis qualifying for Pre-retirement Reduction of Annual Workload.

IN WITNESS WHEREOF the said First Party has hereunto caused its corporate name to be signed by the Secretary of its Board of Trustees, who is thereunto duly authorized, and the Second Party has executed this Agreement the day and year first above written:

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

By _____ Date _____
 Secretary, Board of Trustees or designee
First Party

_____ Date _____
Second Party

NOTE: *If the second party requests salary augmentation based on the cashing out of banked load, then the salary can be higher. See Workload Banking Request Form, Article 12.2. This form must be submitted and approved per the instructions on the form in order to augment a sabbatical salary.*



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Unpaid Sabbatical Leave
CONTRACT OF AGREEMENT



This Agreement, made and entered into this ____ day of _____, 20____, by and between the Chabot-Las Positas Community College District acting by and through its Board of Trustees, hereinafter described as First Party, and _____, hereinafter described as Second Party:

WITNESSETH

WHEREAS, Second Party has rendered service to the Chabot-Las Positas Community College District in a position requiring certification qualifications for at least six (6) full Academic Years as required by and defined in Section 87769.5 of the Education Code of the State of California; and

WHEREAS, First Party did, on the ____ day of _____, 20____, grant an Unpaid Sabbatical Leave of Absence to Second Party for the following period:

Fall and Spring Semesters, 20____ - 20____
 Or
 Fall Semester, 20____
 Or
 Spring Semester, 20____,

In accordance with Sections 87768-87776, inclusive, of the Education Code of the State of California and Article 12-1B of the Faculty Association-District Collective Bargaining Agreement for the purposes set forth in the application of said Second Party for Sabbatical Leave of Absence.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. That the Second Party will engage in activities during said Leave of Absence which will result in benefits to the college and students of the District as set forth in the approved application of said Second Party for a Paid Sabbatical Leave of Absence. (See Articles 12-1A and 12-1B.) The party of the second part shall be held accountable to all relevant sections of the Faculty Association-District Contract and the Sabbatical Leave Committee shall have the power to enforce said provisions.
2. That said Second Party, no later than sixty (60) calendar days after returning to active service in the District, as stated in numbered Paragraph One (1) above, will submit to the Sabbatical Leave Committee, a written report giving evidence that the approved Unpaid Sabbatical has been carried out.
3. If the second party needs to make serious or unforeseen changes to the Sabbatical per Article 12-1A.9o., he/she must immediately inform the Sabbatical Leave Committee through the respective College Vice President of Academic Services. Approval by the Committee and Chancellor are required before making modification.

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Unpaid Sabbatical Agreement

4. That in the event the Second Party fails to sign and return the contract for the Unpaid Sabbatical Leave of Absence within ten (10) calendar days after receipt thereof, s/he shall be deemed to have refused said Leave and the offer of Unpaid Sabbatical Leave of Absence is automatically withdrawn.
5. During the Term of the Leave of Absence, Second Party is not an employee of the District for the purposes of rendering service but is an employee on Leave of Absence from duty to the District.
6. The provisions of Article 12-1B of the Chabot-Las Positas Faculty Association-District Collective Bargaining Agreement shall be observed:
 - a. A Letter of Intent shall not be required for faculty pursuing an Unpaid Sabbatical Leave of Absence. The application for the Unpaid Sabbatical Leave of Absence shall be submitted at least one Academic Year prior to the Term the applicant wishes to be on Leave.
 - b. The Party of the Second Part shall not be eligible for the District-provided group insurance benefits listed in Article 12-1A.5 of the Faculty Association-District Collective Bargaining Agreement;
 - c. If the Sabbatical Leave Committee acts affirmatively on the Report referenced in numbered Paragraph Two (2) above, then the Second Party shall be eligible to advance one (1) Step on the Full-time Faculty Salary Schedule upon his/her return to work after completion of the Unpaid Sabbatical Leave of Absence; and
 - d. If the Sabbatical Leave Committee acts affirmatively on the Report referenced in numbered Paragraph Two (2) above, the District shall, if requested in writing by the Second Party, report said Unpaid Sabbatical Leave of Absence to the State Teacher’s Retirement System (STRS) or the Public Employees’ Retirement System (PERS) as an Unpaid Sabbatical Leave of Absence for the purpose of allowing the Second Party to purchase said Leave as STRS or PERS Service Credit. It is understood that the Second Party bears the full burden of purchasing this Term of unpaid Service Credit. It is further understood that STRS and PERS regulations control with respect to the granting of the respective Service Credit.

IN WITNESS WHEREOF the said First Party has hereunto caused its corporate name to be signed by the Secretary of its Board of Trustees, who is thereunto duly authorized, and the Second Party has executed this Agreement the day and year first above written:

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

By _____ Date _____
Secretary, Board of Trustees or designee
First Party

_____ Date _____
Second Party