

# LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE

B 336  
LEAVE  
Sabbatical  
Study, Formal

ISSUE DATE: 3-30-05	SERVICE: Certificated	CHANGES:  Correction of Ed. code section number in #1.
REPLACES: PG B336 (2-4-87)	DISTRIBUTION General (See PG: B339 for decoding)	
	ISSUED BY: Office of Pers Oper	

Sabbatical Leave for Formal Study

1. Purpose. Sabbatical study leaves are granted in accordance with the provisions of Section 87767 of the Education Code to enable employees to pursue a program of study "...which will benefit the students and colleges of the District"
2. Requirements. Courses which are undertaken for the purpose of meeting Sabbatical study leave requirements-must:
  - a. be taken at a recognized institution of higher learning.
  - b. be at the upper division or graduate level or the extension division equivalent of such course.
  - c. relate to the present or prospective service of the employee.
  - d. be initiated subsequent to the filing and approval of the leave request.
  - e. be initiated or completed during the period of the leave.
  - f. be completed with a passing grade for which unit credit is allowed.
  - g. require enrollment in an educational institution for a minimum of fifty percent of the leave period.

The minimum load requirement for each semester of leave is determined by an employee's assignment basis as follows:

<u>Assignment Basis</u>	<u>Minimum Requirements for Each Semester</u>
A (12 calendar months)	8 semester units or 12 quarter units
B (10 calendar months)	5 semester units or 8 quarter units
C (10 school months)	5 semester units or 8 quarter units
D (240 days per year)	5 semester units or 8 quarter units

3. Application Procedure. Form C147 (Study Plan) must be submitted to the Office of Personnel Operations with Form C143 (Request for Sabbatical Leave).
4. Study Leave Combined with Other Sabbatical Leave Activities. Other types of sabbatical leave activities, travel and independent study, may be combined with formal study in either one or two semesters or in separate semesters. The following guidelines must be followed:
  - a. Salary points will be allowed for approved travel and for approved formal study.
  - b. Travel which is undertaken as part of sabbatical leave activities and study undertaken as part of sabbatical leave activates must be taken separately. Credit for completion of sabbatical leave requirements, and the associated salary points (if any), may not be concurrent.
  - c. Salary points will not be granted for independent study activities.
  - d. One calendar month of travel is the minimum accepted when taken in combination. Each month of travel is considered the equivalent of two semester units of formal study when taken in combination with study.
5. Change of Plan. Any change of plan must be approved in advance. (Use Form C142.)

6. Progress Report. An employee on a one-year sabbatical which began in January or 'February who wishes to use salary points earned in the first half of the leave to count for salary advancement in the last half, must file before the opening day of the fall semester a progress report for the first semester, and transcripts which indicate completed courses.
7. Final Report. Each employee must file a typewritten report with the Office of Personnel Operations.
  - a. The report should include a brief description of the courses completed and their professional implications.
  - b. Form C140 (Statement of Formal Study Completed) must be submitted with the sabbatical report.
  - c. Transcripts verifying successful completion of approved courses must be provided. Grade Report Forms are not acceptable.