

**LOS ANGELES COMMUNITY COLLEGES
PERSONNEL GUIDE**

B :
LEA
Sabbat
Cancellat

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Cancellation of Sabbatical Leave

1. Policy. A sabbatical leave may be cancelled at any time and converted to a resignation, return to duty, or other type of leave, if approved by the president of the college and Vice Chancellor, Division of Human Resources. There is no compulsion, however, that such approval be given.

2. Effect on Sabbatical Rights
 - a. If request for such cancellation is received by the Office of Personnel Operations before the beginning date of the leave, the sabbatical eligibility will be preserved.
 - b. If request for such cancellation is received by the Office of Personnel Operations after the beginning date of the leave but before the end of the first pay period, the sabbatical leave will be cancelled with an effective date of the beginning date of the sabbatical; sabbatical salary will be cancelled, but sabbatical eligibility will be preserved.
 - c. If request for such cancellation is received by the Office of Personnel Operations after the close of the first pay period of the leave, sabbatical eligibility for that semester will be lost and sabbatical salary must be refunded except as provided in PG B344, LEAVE--Sabbatical, Incomplete.

3. Return to Duty. An employee who is permitted to return to duty from a cancelled sabbatical leave has no right to return to his former college until the ending date of the sabbatical leave; even then such right exists only if the employee would not otherwise have been moved.