

# LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE

B 335  
LEAVE  
Sabbatical  
Travel

ISSUE DATE: 2-4-87	SERVICE: Certificated	CHANGES: Title changes throughout.
REPLACES: PG B335 (1-7-81)	DISTRIBUTION General (See PG: B339 for decoding)	
	ISSUED BY: Office of Pers Oper	

Sabbatical Leave for Educational Travel

1. Definition. A sabbatical travel leave is one during which an employee engages in planned educational travel for at least 50% of the leave period (60% for Administrative Personnel). Travel is considered educational if it results in a significant contribution to professional growth. It is expected that this growth will be certified by means of the required report and will be reflected in subsequent assignments.

2. Requirements.

a. The minimum number of weeks of required travel is determined by the employee's assignment basis as follows:

<u>Assignment</u>	<u>*One-Semester Leave</u>	<u>%Two-Semester Leave</u>
A Basis	17 Weeks required	31 Weeks required
B Basis	11 Weeks required	22 Weeks required
C Basis	10 Weeks required	20 Weeks required
D Basis	12 Weeks required	24 Weeks required

\*A Basis - 7 pay periods  
%A Basis - 13 pay periods

- b. The standards established for educational travel as indicated on PG B353 apply to travel undertaken while on sabbatical leave.
- c. Sabbatical travel must be undertaken and completed during the leave period.
- d. Educational travel may not include any time during which concurrent study is undertaken for sabbatical leave purposes.
- e. Summer travel does not fulfill sabbatical requirements for "C" Basis employees. "D" Basis employees must complete the requirements during the "D" assignment period.

3. Combination. Other types of sabbatical leaves--formal study and independent study-- may be combined with travel in one semester or in separate semesters. One calendar month of travel is the minimum accepted when in combination. Each month of travel is considered the equivalent of two semester units of study when in combination.

4. Application Procedure. Form C148 (Travel Plan) should be submitted to the Office of Personnel Operations together with Form C143 (Request for Sabbatical Leave). Forms are obtained from the Office of Personnel Operations.

5. Change of Plan. Any significant change of travel itinerary must be approved in advance by the Office of Personnel Operations (use Form C141).
6. Final Report. Form C139 (Statement of Travel Completed) and the sabbatical report must be filed with the Office of Personnel Operations in person or by mail when the leave is completed. The sabbatical report should be typewritten, 1500 or more words in length, and should include a brief description of places visited.

Primary emphasis should be placed on the significance of the experiences to the employment as an educator and to the possible application of the educational growth to this regular assignment. For point credit see Section 7 below.

7. Point Credit for Educational Travel, Application and Procedure. Upon completion of travel, Form C144, (Application for Point Credit for sabbatical Leave Travel) and the required fee payment are to be submitted with the sabbatical papers. A payment in the amount of \$7.00 must accompany the application.

Twelve points per semester of leave is the maximum allowable.

8. Progress Report. An employee on a one-year travel sabbatical which began in January or February who wishes to use travel 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 an 800-word progress report of his travel for the first semester, a Statement of Travel Completed, (Form C139), Application for Point Credit for Sabbatical Leave Travel, (Form C144), and the regular \$7.00 fee payment.