

**LOS ANGELES COMMUNITY COLLEGES  
PERSONNEL GUIDE**

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LEA  
Sabbat  
Return to Serv

ISSUE DATE: 2-4-87	SERVICE: Certificated	CHANGES:  Title changes throughout.
REPLACES: PG B346 (11-15-84)	DISTRIBUTION: General (See PG: B339 for decoding)	
	ISSUED BY: Office of Pers. Oper.	

**Information for Personnel Returning from Sabbatical Leave**

1. Completion of the Leave. Upon completion of leave requirements, or not later than two pay periods following return to service, the following materials appropriate for the type of leave must be filed with the Personnel Operations Branch. The third salary warrant after return to service will not be released until this material has been submitted and approved by the Sabbatical Leave Committee. Personnel requesting point credit for travel or study are reminded that if returning in the fall semester the two payroll grace periods do not apply to applications for point credit which will affect salary status. In this case, all materials must be filed prior to the beginning of the fall semester if a salary advance is to become effective as of the beginning of the fall semester, Personnel returning to service in the spring semester are reminded that points earned during the fall semester will not affect salary status until the next academic year starting in August.

a. Personnel Completing Formal Study Sabbatical must submit the following materials:

- (1) Statement of Formal Study Completed (Form C140) which indicates the courses completed and the unit credit.
- (2) Official Transcript issued by the college or university attended verifying the courses listed on Form C140.
- (3) Written Statement typewritten indicating the professional value of the study completed. This statement must be approximately 500 words in length.
- (4) Application for Point Credit (Form C153) must be completed if point credit is requested for the study completed during the Sabbatical Leave. The transcript submitted (item 2 above) with the Statement of Study Completed Form will also be utilized for this purpose.

b. Personnel completing Travel Sabbatical must submit the following materials:

- (1) Statement of Travel Completed (Form C139) should be prepared on a weekly basis, indicating major area or location.

- (2) Written Report typewritten describing the contribution of the travel to professional growth and the benefits to students. This report must be approximately 1500 words in length. Format of the report is left to the discretion of the individual.
  - (3) Application for Point Credit for Sabbatical Travel (Form C144) should be submitted only if point credit is requested. The limit on salary points earned by travel is 24 points maximum for career, and 12 points maximum in any one semester for sabbatical travel. The Statement of Travel Completed (Form C139) noted in item (1) above will be utilized as the basis for point credit allowed.
  - (4) Fee Payment Envelope (Form C340) must be submitted with the Application for Point Credit (Form C144), with check or money order in the amount of seven dollars (\$7.00). This fee payment is required only if point credit is requested. Check or money order should be payable to Board of Trustees, Los Angeles Community College District.
- c. Personnel completing an Independent Study Sabbatical must submit an Independent Study Report which must list in detail the study undertaken: procedures, sources of information, results and expected utilization of the results. (See PG B337)