

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR P-440
		SABBATICAL LEAVES
ISSUE DATE: December 5, 2019	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: Legacy Personnel Guides: B334, B335, B336, B337, B340, B344, and B346.	CHANGES: NEW	

I. POLICY

It is the policy of the District to ensure that all eligible faculty members who meet the requirements and apply for a sabbatical leave will be permitted to take a mandatory sabbatical leave.

II. DEFINITIONS

- A **Formal Study Sabbatical Leave** is one during which an employee pursues a program of study which will benefit the students and colleges of the District.
- An **Independent Study Sabbatical Leave** is a program of independent study, research, and/or experience relating to the present or prospective service of the employee which promises professional values equivalent to that derived from formal study at recognized educational institutions.
- For purposes of allocation to and for advancement on the preparation salary schedule, a **Point Credit** is (a) a semester unit as defined by the University of California, or (b) a unit of measurement established by the Board of Trustees which is deemed equivalent to a semester unit as defined by the University of California (Board Rule 10601).
- The purpose of a **Sabbatical Leave** is to provide a period of time for study, independent study, or educational travel, the object of which is to enable the academic faculty member to increase their usefulness in their work within Los Angeles Community College District.
- An **Educational Travel Sabbatical Leave** is one during which a faculty member engages in planned educational travel for at least 50% of the leave period. Travel is considered educational if it results in a significant contribution to professional development.

III. REQUIREMENTS

A. General Eligibility.

1. **Application Procedures** – Form C143 Sabbatical Leave Request must be filed along with either Form C147 Study Plan, Form C148 Travel Plan, or Form C149 Independent Study Plan.
2. The employee must have regular status in the District at the time the leave begins.

3. The applicant must have rendered academic service in the District for at least six (6) consecutive two-semester periods preceding the beginning of the leave. Only service rendered subsequent to the return from the most recent sabbatical leave, and subsequent to the most recent break in service is counted.
4. All time served between the two periods of a split sabbatical leave counts as service for a subsequent sabbatical leave.
5. During any two consecutive semesters of the four semesters immediately preceding the beginning of the leave, the applicant must have served a minimum of the number of hours considered to be the amount for a year of service as defined by District rules.
6. Time on a grant leave, exchange leave or military leave counts toward the required service. Time on other leaves does not count.
7. A Change of Plan must be approved in advance.

B. Eligibility for Specific Types of Sabbatical Leave.

1. **Formal Study Sabbatical Leave** – According to California Education Code § 87767, a Formal Study Sabbatical Leave is one in which the employee pursues a program of study which will benefit the students and colleges of the district.
 - a. **Application Procedures** - Form C147 Study Plan must be attached to Form C143 Sabbatical Leave and submitted to the Human Resources (HR) Office at the Educational Service Center (ESC).
 - b. Courses which are undertaken for the purpose of meeting sabbatical leave requirements must:
 - i. be taken at a recognized institution of higher learning.
 - ii. be at the upper division or graduate level or the extension division equivalent of the course.
 - iii. relate to the present or prospective service of the employee.
 - iv. be initiated subsequent to the filing and approval of the leave request.
 - v. be initiated or completed during the period of the leave.
 - vi. be completed with a passing grade for which unit credit is allowed.
 - vii. require enrollment in an educational institution for a minimum of fifty percent of the leave period.
 - viii. meet the minimum load requirement for each semester of leave is 5 semester units or 8 quarter units.
2. **Independent Study Sabbatical Leave** – An Independent Study Sabbatical Leave is a program of independent study, research, and/or experience related to the present or prospective service of the employee which promises professional values equivalent to that derived from formal study at recognized educational institutions.
 - a. **Application Procedures** - Form C149 Independent Study Plan must be attached to Form C143 Sabbatical Leave Request and submitted to the HR ESC Office.

3. **Educational Travel Sabbatical Leave** – A Travel Sabbatical Leave is one during which the faculty member engages in planned educational travel for at least 50% of the leave period.
 - a. **Application Procedures** - Form C148 Travel Plan must be attached to Form C143 Sabbatical Leave and submitted to the HR ESC Office.
 - b. Travel is considered educational if it results in a significant contribution to professional development.
 - c. The minimum number of weeks of required travel is determined by the employee's assignment basis.
 - i. C basis employees are required to travel:
 - 1) 10 weeks for a one-semester leave
 - 2) 20 weeks for a two-semester leave
 - ii. D basis employees are required to travel:
 - 1) 12 weeks for a one-semester leave
 - 2) 24 weeks for a two-semester leave
 - d. Sabbatical travel must be undertaken and completed during the leave period.
 - e. Summer travel does not fulfill sabbatical requirements for C basis employees.
 4. **Combined Sabbatical Leave** – An employee on Sabbatical Leave may combine two types of sabbatical leave for a single leave in one semester or in separate semesters.
 - a. **Application Procedures** – Fill out the appropriate type of leave forms and attach them to Form C143 Sabbatical Leave Request.
 - b. If travel is included, one calendar month of travel is the minimum accepted when taken in combination.
 - c. Travel must be taken separately from the Independent Study or Formal Study portion and may not run concurrently.
- C. Compensation.** The California Education Code §87770 permits employees to select one of the following methods of payment while on sabbatical leave. Employees will be paid half of their regular salary while on leave unless they have previously load-banked a sufficient number of credits to be paid the full amount. See the AFT Faculty Guild 1521 Contract, Article 39, for more information regarding load-banking and a load credit leave which may be combined with the sabbatical leave for to receive full pay.
1. **Plan A** – No payments are made during the time the employee is on sabbatical leave. One half of the sabbatical salary will be paid to the employee in a lump sum payment after completion of one half of the required service following return to service. The other half of the sabbatical salary will be paid to the employee in a lump sum payment upon completion of the second half of the required service.
 2. **Plan B** – If the employee provides the District with a sabbatical leave bond guaranteeing reimbursement to the District of salary paid should the employee not complete the required post-leave service; the employee will be paid the regular sabbatical leave salary each pay period.

D. Effect of Illness on Sabbatical Leave Compensation.

1. If an employee is receiving salary warrants during the leave period (Plan B)
 - a. Failure to complete the sabbatical because of illness will not affect the employee's receiving their paycheck.
 - b. If unable to complete the required service following the leave because of illness, no salary need be refunded if illness results in disability retirement, compulsory retirement, or death.
2. If employee is to receive payment in two installments (Plan A)
 - a. Failure to complete sabbatical because of illness will not hold up salary payment for sabbatical after required service has been rendered after return.
 - b. Failure to serve the required time after return will hold up salary indefinitely even if due to illness. If illness results in disability retirement, compulsory retirement, or death, sabbatical salary payments will be made only in proportion to the amount of service actually rendered upon return from sabbatical leave. Reference: Education Code 87770

E. Bonding.

Once the HR ESC Office has notified the faculty member of their sabbatical leave approval the faculty member must secure a Sabbatical Leave Bond, with a company approved by the District Office, in order to be paid while on leave.

1. The HR ESC Office will forward the bond application to the employee.
2. The employee is to fill out the bond application, with the correct bonding fee and forward it to the Bonding Company along with a copy of their approval for sabbatical leave that was received from the HR ESC Office.
 - a. The amount to be bonded is one half of the employee's salary for the time period that the employee will be on sabbatical leave.
 - b. The bonding formula is outlined is outlined on the form that will be sent to the faculty member and varies as follows:
 - i. Property owners will pay 1.0% of the bond amount to be bonded.
 - ii. Non-property owners will pay 1.5% of the bond amount to be bonded.
 - iii. The minimum fee for any bond is \$100.00.
 - iv. A \$15.00 processing fee will be added to the total amount from above.
3. If the employee is unable to be bonded, unless an exception has been made by a governing board resolution prior to the sabbatical leave, no monthly payments will be made to the faculty member during the time that they are on sabbatical leave other than that which is afforded by a load-banked leave. The faculty member may then opt for Plan A or cancel the leave if they are unable to go without compensation for the duration of the sabbatical leave.

If the governing board finds and declares that the interests of the district will be protected by the written agreement of the faculty member to return to service for the required amount of time, the governing board, by way of resolution, may waive the necessity of a bond for the employee and they may be paid as if they had received a bond.

F. Length of Sabbatical Leave.

Sabbatical leaves are granted for full semesters only and may be requested for 1 or 2 full consecutive semesters for 10-month employees (C basis) or for 6 or 12 months for 12-month employees (D basis). If the two semesters or periods of leave are not taken consecutively, they must be requested separately. If taken separately, the second semester or period of leave must be completed within three years of the beginning date of the first semester or period.

G. Incomplete Sabbatical Leaves.**1. Failure to Complete Requirements due to Injury or Illness.**

Interruption of the program of study or travel caused by serious injury or illness during a sabbatical leave shall not be considered a failure to fulfill the conditions of study or travel upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid such employee under the terms of the leave agreement, provided:

- a. Notification as soon as practicable of injury or illness during sabbatical leave is given to the Vice Chancellor of Human Resources by means of certified letter; and
- b. Written evidence (Form 138) verifying the interruption of the sabbatical leave due to a serious injury or illness is also to be filed with the HR ESC Office. A sabbatical leave may be changed to an illness leave with district approval prior to the end of the first pay period of the leave without loss of sabbatical privilege. Changes made after the first pay period of the leave will result in the loss of sabbatical privileges.

2. Failure to Complete Requirements due to Military Service.

Involuntary call to active military service will justify the conversion of a sabbatical leave to a military leave without jeopardy to sabbatical salary already received. If this conversion takes place before the end of the first pay period, sabbatical rights will be preserved. If such conversion takes place after the close of the first pay period, the faculty member will be considered as having used one semester of the sabbatical privilege. The faculty member will be permitted, however, to complete the second semester of the sabbatical within five semesters following an honorable discharge and return to service with the district.

3. Failure to Complete Requirements due to Other Causes.

An employee who has been approved for a sabbatical leave of absence but who fails to complete all of the requirements of the sabbatical leave due to serious illness in the family or other causes beyond one's control may receive compensation on a prorated basis if a significant portion of the requirements are completed.

For an incomplete sabbatical leave originally approved for one year, fractional portions of requirements completed may be one-fourth, one-half, or three-fourths. A year's leave of absence for an A basis employee means 13 pay periods; for a C basis employee, 10 pay periods; for a D basis employee, 240 assigned days. The completion of the fractional portion of the requirements must have been accomplished during the particular period for which the sabbatical leave was authorized and prior to return to active duty or prior to the beginning of a leave immediately following the sabbatical leave.

4. Incomplete Sabbatical Leave.

To receive partial compensation for a sabbatical leave, the significant portion of the requirements must have been completed.

5. Incomplete Sabbatical Leave - Independent Study.

To receive partial compensation for an incomplete sabbatical which was approved for Independent Study, the completed portion must have significance in and of itself and not be merely an introduction to other work. Regardless of the amount of work involved, the collection of data which is not summarized or used in reaching conclusions shall not be considered as meeting any portion of the requirements for the leave.

6. Effect of Incomplete Sabbatical on Benefits.

Incomplete sabbaticals can count toward benefits only to the extent that sabbatical pay is received.

H. Cancellation of Sabbatical Leave. 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 of Human Resources.

1. If request for such cancellation is received by the HR ESC Office before the beginning date of the leave, the sabbatical eligibility will be preserved.
2. If request for such cancellation is received by the HR ESC Office 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.
3. If request for such cancellation is received by the HR ESC Office 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 with exceptions from Section G above.
4. 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.

I. Requirements Upon Returning from Sabbatical Leave.

1. Materials due upon completion of the leave.

Upon completion of leave requirements, or not later than two pay periods following return to service, the materials due must be submitted and approved by the HR ESC office for the faculty member's pay check to be released.

If a step advance due to point credit will become effective at the beginning of the fall semester, all materials must be filed prior to the beginning of the fall semester.

Faculty members 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. Faculty Members Completing Formal Study Sabbatical must submit the following materials:
 - i. Statement of Formal Study Completed (Form C140) which indicates the courses completed and the unit credit.
 - ii. Official Transcript issued by the college or university attended verifying the courses listed on Form C140.
 - iii. Written Statement indicating the professional value of the study completed. This statement must be approximately 500 words in length.
 - iv. 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. Faculty Members completing Travel Sabbatical must submit the following materials:
 - i. Statement of Travel Completed (Form C139) should be prepared on a weekly basis, indicating major area or location.
 - ii. 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.
 - iii. 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.
 - iv. 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.
2. **Service Rendered After Leave.**
- a. **Location.** At the expiration of a sabbatical leave, the employee shall be reassigned, unless he/she otherwise agrees, to the same college to which he/she was assigned at the time the leave was granted, provided that no conditions develop during the leave or at the time of return which would have changed the employee's location and type of work had he/she remained in active service.
 - b. **Service Rendered After Leave.** An employee returning from a sabbatical leave must render a period of service that is equal to twice the period of the leave. Service may be in any certificated status or class.

- c. Any period of service between a split sabbatical shall comprise a part of the service required for a subsequent leave of absence and would count toward service rendered for the first period of the sabbatical leave, but does not count toward the required service of the second part of the split sabbatical which has yet to be taken.
- d. Certain leaves may be taken upon the return from a sabbatical leave; however, this would extend the period of time to complete the required service.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATION CODE

California Education Code 87767 Sabbatical Leaves

California Education Code 87770 Repayment of Sabbatical Time

LACCD BOARD RULES

Board Rule Chapter X, Article IV, Certificated Assignments

Board Rule Chapter X, Article V, Certificated Salary

Board Rule Chapter X, Article VI, Columnar Advancement

Board Rule Chapter X, Article X, Vacations and Absences

LACCD COLLECTIVE BARGAINING AGREEMENTS

American Federation of Teachers Faculty Guild Local, 1521