Sabbatical Leave 3-8-11(1)

Purpose

A sabbatical leave may be granted for any faculty activity which, in the judgment of the Cabinet, will contribute to personal and professional growth. It will be the responsibility of the employee to demonstrate clearly how a particular work, study, or travel plan will accomplish this objective.

Definition

Sabbatical leave requests may be made by faculty on a nine (9) month contract. Faculty members who have served seven (7) years of continuous, full-time employment may be eligible for consideration of a sabbatical leave. An approved, uncompensated long-term leave (more than one month) shall not be counted towards the seven (7) years required for sabbatical leave eligibility.

Eligibility

During the seventh (7) year of service, or any later year, an eligible faculty member is entitled to apply for sabbatical leave.

Sabbatical leave is non-cumulative; as an example thereof, an eligible employee who has fourteen (14) years uninterrupted continuous full-time service with the college will not be eligible for two sabbatical leaves.

A person who has received a sabbatical leave shall not be eligible to begin another sabbatical leave until he/she has completed seven (7) years of continuous full-time service as defined.

Conditions

A written plan for the period of leave shall accompany the request for sabbatical and directed to the President for his/her consideration in the timeframe as follows:

Sabbatical requests will be reviewed annually and must be submitted by November 15 to be considered for the following fiscal year.

Sabbatical leave may be granted for a one semester, or an entire academic year. Sabbatical leaves will be granted at regular salary for one-half the contract work year or one-half regular salary for a full contract year. Regular salary is defined as the employee's base pay at the time of the request for leave. If the requested sabbatical leave

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spans more than one fiscal year, the employee will be eligible for consideration for any Cabinet approved salary adjustments upon return from sabbatical.

Employee benefits shall continue during the sabbatical leave on the basis of the regular base salary to the extent permitted by the applicable insurance carrier and as provided by the College. The employee will continue to be responsible for payment of his/her share for benefits to be paid by the tenth of each month. However, other benefits and all provisions of this agreement relating to any other leave shall not apply. (Examples: FMLA)

Failure to meet the terms and conditions outlined in the sabbatical leave application will obligate the employee to reimburse the college for salary and fringe benefits paid on behalf of the employee during his/her leave. Such reimbursements shall be paid within 30 days from notice of the President or his/her designee for repayment.

An employee receiving a sabbatical leave is required to return to NorthWest Arkansas Community College for a period of one contract year following the sabbatical leave. If an employee fails to return for a period of one contract year following the sabbatical leave, the employee will reimburse the college for salary paid plus fringe benefits during his/her sabbatical leave.

A written report by the employee on sabbatical leave regarding the use of the leave is to be presented to the appropriate Vice President for approval. The date of the report to be determined by the sabbatical leave conditions as set with each employee.

The employee will take the leave the year it is granted. The college at its discretion may offer to grant the requested sabbatical at a time more convenient to the college.

In the case where the employee applies for and receives sabbatical leave to be employed for work at another institution or company, he/she shall not receive salary in excess of the employee's current annual base salary paid by NWACC. If the employee receives full compensation from outside employment, no payment shall be made on behalf of NWACC.

The President shall determine the number of sabbaticals annually, not to exceed four (4) sabbatical leaves each year with a maximum of two (2) per semester.

Procedures

A faculty committee will be established to review and recommend applicants for sabbatical leaves. The committee will forward the name(s) of the recommended candidate(s) to the President for Cabinet review and approval.

Adopted: March, 2006

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