

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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SABBATICAL LEAVE  
Policy No. 5-03  
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September 25, 2014

In keeping with Columbus State Community College's goal of encouraging lifelong learning, the college has developed a sabbatical leave policy for full-time faculty, full-time staff, and full-time administrators. This policy is intended to give employees the opportunity to pursue professional development and growth while improving the quality of education and services provided to students. Section (B) of the policy applies to faculty members and Section (C) of the policy applies to staff and administrators.

(A) DEFINITIONS

- (1) Sabbatical – a paid period of absence from ordinary work duties for the purpose of professional development.
- (2) Semester sabbatical – any such leave for a minimum of one semester.
- (3) Nonstandard professional development sabbatical – any such leave lasting longer than two weeks where the approval process needs to be shortened to accommodate the opportunity. A professional development opportunity lasting less than two weeks in length will be considered as a training or conference request.

(B) FACULTY

- (1) ELIGIBILITY: Traditional Academic Semester Sabbatical

Sabbatical leave may be granted to tenured full-time faculty who have completed a minimum of SIX (6) years of full-time faculty status with the college. Faculty may apply for subsequent sabbaticals after an additional five full years for faculty who have a minimum of six years of additional service time after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and in Procedure 5-03 (B). Faculty in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.

- (2) GENERAL GUIDELINES: Non-Standard Professional Development Sabbaticals for faculty are governed by the CSCC-CSEA Collective Bargaining Agreement.

Sabbatical leave will generally be granted for a period of one semester for faculty. Special circumstances and opportunities, however, may merit the granting of an extended sabbatical not to exceed two (2) consecutive semesters.

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Each faculty member granted sabbatical leave shall receive compensation during his/her leave as follows:

- (a) First semester of leave: one hundred percent (100%) of salary and benefits.
- (b) Second semester of leave: One hundred percent (100%) of salary and benefits.

Monies received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval. Policy 13-05 (Copyright & Royalty), and Article 9 of the CSCC-CSEA Collective Bargaining Agreement (Intellectual Property) will apply to any income earned during the sabbatical related to the creation of original works of authorship. Compensation from the college will be adjusted so that total compensation monies will not exceed one hundred percent (100%) of full salary.

(3) RESPONSIBILITIES

It is critical that the quality and continuity of instruction be maintained during a faculty member's sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a positive experience for all concerned.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure program continuity as needed during the faculty member's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and to give retirement credit for service during the sabbatical period.

Upon approval of a requested sabbatical, the faculty member agrees to:

- (a) Provide assistance to his/her department chairperson in making arrangements for instructional/administrative coverage of the faculty member's job responsibilities; and
- (b) Complete and/or conduct all appropriate sabbatical-related products--reports, instructional materials, department/division/college presentations, etc.--by the date(s) provided in the sabbatical application.

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(4) CONDITIONS

- (a) All candidates for sabbatical must meet all deadlines and requirements as set forth in Procedure 5-03 (B).
- (b) Faculty members granted sabbatical leave must take the leave the semester(s) and year for which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college in light of department/division priorities.
- (c) Pre-agreed-upon products of the sabbatical experience--written reports, department/division/college presentations, instructional materials, etc.-- must be completed by the date agreed to on the employee's sabbatical application.
- (d) The number of sabbatical leaves granted each year will be determined annually by the President as approved by the Board of Trustees.

(5) CONTINUATION OF SERVICE

Full-time faculty members receiving sabbatical leave are required to return to Columbus State Community College for a period of one academic year following the sabbatical leave. Failure to do so shall require that the faculty member reimburse the college for salary paid to the employee, as well as fringe benefits paid on the employee's behalf.

(C) STAFF AND ADMINISTRATORS

(1) ELIGIBILITY

Sabbatical leave may be granted to full-time staff/administrators who have completed a minimum of six (6) years of full-time service to the college. Staff/administrators may apply for subsequent sabbaticals after an additional five (5) full years for staff/administrators who have a minimum of six (6) years of additional service time after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and Procedure 5-03 (C). Staff/administrators in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.

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(2) GENERAL GUIDELINES

Sabbatical leave will be granted in flexible time periods not to exceed four (4) months within a one-year period. Each staff/administrator granted sabbatical leave shall receive one hundred percent (100%) of salary and benefits during his/her leave for up to four (4) months (equivalent to one (1) semester). Special circumstances may merit the granting of an extended sabbatical as approved by the vice-president of the area:

- (a) Up to four (4) months: One hundred percent (100%) salary and benefits.
- (b) Up to an additional four (4) months: One hundred percent (100%) salary and benefit.

Monies received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval.

Policy 13-05 (Copyright & Royalty) will apply to any income earned during the sabbatical related to the creation of original works of authorship.

Compensation from the college will be adjusted so that total compensation money will not exceed one hundred percent (100%) of full salary plus benefits.

(3) RESPONSIBILITIES

It is critical that the quality and continuity of services available for continued efficient operation of the college be maintained during a staff/administrator sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a smooth transition of duties.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure work continuity as needed during the staff/administrator's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and retirement credit for service during the sabbatical period.

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Upon approval of a requested sabbatical, the staff/administrator agrees to:

- (a) Provide assistance to his/her administrator in making arrangements for coverage of the job responsibilities; and
- (b) Complete and/or conduct all appropriate sabbatical-related reports, materials, presentations, etc., by the date provided in the sabbatical application.

(4) CONDITIONS

- (a) All candidates for sabbatical leave must meet all deadlines and requirements as set forth in Procedure 5-03 (C).
- (b) Staff/administrators granted sabbatical leave must take the leave during the year in which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college when department priorities intervene.
- (c) Pre-agreed-upon sabbatical reports, presentations, or materials must be completed by the date agreed to on the employee's sabbatical application.
- (d) The total number of sabbatical leaves granted each year to staff/administrators will be determined annually by the President as approved by the Board of Trustees.

(5) CONTINUATION OF SERVICE

Full-time staff/administrators receiving sabbatical leave are required to return to Columbus State Community College for a period of one full year (365 days) following return from the sabbatical leave. Failure to do so shall require that the full-time staff/administrator reimburse the college for one hundred percent (100%) of the salary paid to the employee during the sabbatical, as well as benefits paid on the employee's behalf during that period.

- (D) The President will establish procedures to administer this policy.

Last Effective Date: January 26, 2012, April 15, 1998  
Approved by the Board of Trustees: September 25, 2014