



Sabbatical Leave

Goal/Purpose of Sabbatical

The purpose of sabbatical leave is to increase the employee's value to the college as they improve themselves as an employee. An individual may be granted sabbatical leave under the following criteria:

1. Meet specific needs of the Department, School, Division, and/or District
2. Benefit to students
3. Improve instruction or job performance by working in a job related to work assignment
4. Improve job performance through education by obtaining a higher degree. (If the sabbatical leave is for the purpose of attending school, employees must take at least the normal credit load for their program or an approved program as recognized by the Provost).
5. Engage in discipline-related research, study and/or writing that benefits MATC community, school, program and/or department.

Qualifying Employees

Sabbaticals may be awarded to the following full-time employees:

- Four (4) faculty
- Two (2) educational support/para-professionals
- Two (2) full-time administrators

The employee must have worked as a full-time employee at MATC for six (6) out of the previous eight (8) years including the year preceding the sabbatical leave.

Compensation

Sabbatical leave with pay shall not be granted for less than one (1) semester or more than two (2) semesters or one (1) fiscal year. MATC may consider shorter sabbatical requests that meet the Goal Criteria above, including other types of credit or compensation on a case-by-case basis.

Such leave shall be subject to the following financial arrangements:

- a. The employee shall be paid at the rate of 60 percent (60%) for the first semester and sixty percent (60%) his/her salary including the annual increment, during the second semester.
- b. Earned reclassification shall be granted only upon return from leave, if applicable.
- c. Salaries shall be paid on the same schedule as that of the regular employees.

Benefits

An employee on paid sabbatical leave shall continue to receive fringe benefits, excluding sick leave, with continuing employment longevity during the period he/she is on leave. An employee on unpaid leave shall have the option to make his/her own and the college's regular contribution to all benefits requiring such contributions.

Request for Sabbatical

The employee should give one and one-half (1 and 1/2) semesters' notice in writing to his/her immediate supervisor of the request for a sabbatical leave, stating the nature of the program of professional improvement that he/she contemplates pursuing. However, under extenuating circumstances, this provision may be waived at the discretion of the Provost. The immediate supervisor will review the application and approve the application before forwarding it to the committee.

Approval of Sabbatical Leave

A Committee of Faculty (3-5), Staff, and Administrators will review anonymous applications, score the applications based on a rubric, and forward Recommendations to the Provost based on the following scale:

Total Score:

- 0%-80% = Recommendation not to Award Sabbatical
- 81% - 90% = Recommendation that the Applicant Interviews with Provost; Post-Interview, Provost decides whether or not to Award Sabbatical
- 91% - 100 % = Recommendation to Award Sabbatical

A Sabbatical leave shall be granted when recommended by the MATC Provost and President and confirmed by the Board. Requests will be responded to one (1) semester prior to leave.

Timeline (subject to change)

Fall Coordination Day	Announcement of the request for sabbatical proposals
September 1 – November 15	Application Period
	NOTE: Application must be approved by supervisor prior to submission
November 16 – 30	Review of applications by committee
December	Provost/President approval
January	District Board Confirmation
February	Applicant notification

Appeals Process

If a Sabbatical application is not approved after going through the proper application process, the employee has the right to Appeal within 10 days of notification of the decision.

Sabbatical Expectations

In addition to any stipulations outlined in the signed Promissory Note and Written Agreement, the employee is expected to submit a mid-sabbatical update to the Provost's Office at the approximate half-way point of the Sabbatical. Upon his or her return, the Employee will be expected to meet with the Provost and present the completed Sabbatical project. The employee should also anticipate presenting his or her work to the College Community as well as being available to promote future Sabbatical opportunities to other employees.

Promissory Note

The employee must sign a promissory note and a written agreement to return to work after his/her leave is completed and to work at least one (1) year thereafter or refund his/her entire sabbatical leave pay. If the sabbatical application includes external funding or scholarship, which subsequently becomes unavailable or is denied, the employee may withdraw their sabbatical application and return to work if that the employee provides thirty (30) days-notice to the Provost and his/her supervisor. Otherwise, the employee may provide an addendum to their original sabbatical application reflecting the changes in the external funding or scholarship.

Extension of Sabbatical Leave

Employees seeking to extend their period of leave beyond the original approved time may apply to their immediate supervisor for extended leave consistent with the compensation and benefit provisions above, i.e. pay and benefits end after the second semester. Sabbatical leave, including extension, may not exceed 2 semesters or 1 fiscal year. Request for an extension is due on March 15 or October 15 of the Sabbatical Year. Approval for the extension must be obtained in writing by the Provost.

Subsequent Sabbaticals

A qualifying employee who has been awarded and taken a two-semester or one fiscal-year Sabbatical must wait six (6) years before applying for a new Sabbatical. If their prior Sabbatical was for 1-semester or less than 6 months, they must wait three (3) years before applying for a new Sabbatical.