



## PROCEDURE 6.6.1P – SUPPLEMENTAL GUIDANCE No. 18-02

This Supplemental Guidance is used as clarification and in conjunction with LCCC *Leaves of Absence – Paid Leave Procedure 6.6.1P – Sabbatical Leave*

### ELIGIBILITY FOR SABBATICAL LEAVE

To be eligible for Sabbatical Leave, the following criteria must be met:

1. The employee must be classified as faculty, faculty managerial, managerial, professional staff or administrator, and must be employed for at least six consecutive years as a full-time, benefit-eligible employee at the time of application. Time accumulated during a prior sabbatical leave is not counted towards future sabbatical leave eligibility.
2. The employee must have completed six years of continuous, qualifying service before being eligible to apply for another sabbatical leave. (An employee would be eligible to reapply in the seventh year following a sabbatical leave.)
3. The employee may not be currently serving on Sabbatical Leave Committee.

### APPLICATION PROCESS

**October 2, 2017 = Applications Due to HR:** Full and complete applications must be received in the HR office for eligibility determination on or before October 2, 2017. Once eligibility is confirmed, eligible applications are routed to immediate supervisor/manager. *(HR will actually shepherd applications through the remainder of the process to ensure we hit all required deadlines - provided the application gets to HR on or before October 2, the applicant meets eligibility requirements, and the application is complete as submitted).*

**October 6, 2017 = Eligible Applications Due to Immediate Supervisor/Manager:** Sabbatical applicant's immediate supervisor/manager reviews the request for operational impact consideration. If the application is endorsed at this point, it is forwarded to either the appropriate VP, or, if applicable, routed to Dean/appropriate Administrator.

**Between October 11 and October 23, 2017 = Dean Review (if applicable):** Dean reviews application for endorsement consideration.

**October 23, 2017 = Endorsed Applications Due to VP:** Endorsed applications are routed to appropriate Vice President for endorsement consideration.

**November 3, 2017 = Endorsed Applications Due to Sabbatical Committee:** Applications with full endorsement throughout approval path are forwarded to the Sabbatical Committee on or before January 10. Sabbatical Committee reviews applications, formalizes recommendations, and forwards to President.

**November 15, 2017 = Sabbatical Committee Recommendations due to President:** President reviews applications, endorsements, and Sabbatical Committee recommendations - based on information provided, determines LCCC's sabbatical recipients for the following fiscal/academic year. Sabbatical award notifications are sent out typically within two weeks following President's receipt of the Sabbatical Committee recommendations.

### **APPEALS**

1. If the division dean/director/supervisor denies an employee's request, the employee can forward an appeal to the appropriate vice president. The vice president will consult with the division dean/director/supervisor and may interview the employee for clarification of his/her request for sabbatical. If the vice president endorses the sabbatical application, the process then continues with the Sabbatical request included in those routed to the Sabbatical Committee. The vice president has five (5) working days in which to make his/her recommendation.
2. If the vice president denies an employee's request, the employee can appeal to the College President. The College President may consult with the division dean/director/supervisor and/or the vice president. If the College President endorses the sabbatical application, it is forwarded to the Sabbatical Leave Committee. If the College President denies the appeal, the process concludes. The decision of the College President is final. The College President has ten (10) working days in which to make his/her decision known to the applicant.
3. If the Sabbatical Leave Committee denies an employee's request, the employee can appeal to the College President. If the College President denies the appeal, the process concludes. The decision of the College President is final.

### **RECIPROCAL OBLIGATIONS**

With the granted sabbatical leave, in addition to the agreed upon evidence of completion, there is an expectation of future service; the reciprocal obligation is three times the amount of sabbatical leave granted. The reciprocal obligation commences immediately following the employee's return. The consequence of failing to complete the reciprocal obligation would result in the employee being liable for repayment of the sabbatical stipend in proportion to the percent of service obligation not completed.