

5.5.3.8 Request for Reimbursement Timeline. Unit members who have been granted funds for a conference or honorary leave shall submit a request for reimbursement on the claim for reimbursement form no later than 60 calendar days after the completion of the conference or honorary leave.

5.5.4 Criteria.

At least one of the following criteria shall be met for the leave to be granted:

- (a) There is significant benefit to the institution.
- (b) There is benefit to the member by staying current in their own discipline.
- (c) There is benefit to the District by retraining member for teaching, counseling, librarianship, or administration.
- (d) There is enhancement of teaching methodology.
- (e) There is increased expertise in meeting learning needs of a changing student population, i.e. re-entry students, older students, remediation, etc.

5.6 Sabbatical Leave

5.6.1 Purpose. Sabbatical leave of absence shall be granted to eligible (as defined in Article 5.6.3) permanent credit unit members of the regular staff for professional improvement to be attained by study or research, which will benefit the faculty, college, and students as contained in Criteria 1 in Form F5.6.7 (b). A sabbatical leave will fulfill one (1) or a combination of the following purposes:

5.6.1.1 Formal Study. Applicants for sabbatical leave under this section shall agree to undertake a program of undergraduate or graduate work or combination thereof. This program must be related to the present or prospective service of the unit member within the District. If the study undertaken is for prospective service to the District, then the leave shall be called a sabbatical/retraining leave.

5.6.1.2 Independent Study. An Independent Study leave is one during which time the unit member pursues a program of study, research and/or experience. This program must be related to the present or prospective service of the unit member.

5.6.1.3 Travel. Sabbatical leave which is for the purpose of travel will normally be approved only if the proposed travel program incorporates a plan of study or research in an area related to the applicant's field of work. Applicants will submit as detailed an itinerary of their program as possible with a statement of the objectives of the plan.

5.6.2 Application. An application for sabbatical leave shall be accompanied by a statement of program which the applicant proposes to follow while on leave including sufficient detail for evaluation and comparison with other applications (Forms F 5.6.2 (a) & (b)). Per article 5.6.8.3 and 5.6.8.4.

5.6.3 Eligibility. To be eligible for sabbatical leave a unit member must have six (6) years of permanent, full-time service as a member of the faculty or six (6) years of permanent, full time service since the unit member's last sabbatical leave. In the event of a split sabbatical leave, as provided for in Article 5.6.4, the six year period shall be calculated from the commencement of the first semester of the unit member's last sabbatical leave. Recipients of sabbatical leaves must agree to remain in the employ of the District for two (2) years after return to service, unless otherwise provided for in the CBA. No absence from service under a leave of absence other than sabbatical leave shall be deemed to be a break in the continuity of service required by the Education Code for the purpose of qualifying for a sabbatical leave; however, such absence shall not be included as service in computing the six (6) years required for sabbatical leave. Reduced loads below sixty (60) percent in a semester shall, for the purpose of eligibility, be computed on a prorated basis. After employment by the District, service under a nationally recognized fellowship or foundation approved by the Board of Governors for a period of not more than one (1) year

for research or teaching shall not be considered a break in continuity of service and shall be included in computing the six (6) consecutive years required for sabbatical leave. No service performed prior to the granting and execution of a sabbatical leave of any duration may be used in determining eligibility for a subsequent application for sabbatical leave. A sabbatical leave shall not count as a break in continuity of service to the District.

5.6.4 Extent. Sabbatical leaves shall not normally be granted for less than one (1) semester except for eligible permanent credit unit members who do not have teaching assignments. It is understood that the second half of the sabbatical leave is waived if the applicant requests only (1) semester or less. The second semester of a two-semester sabbatical leave may be taken immediately following the first semester or may be taken at a later time on a split basis provided the second semester of leave is completed within two (2) years of the beginning date of the first leave. Extensions beyond the two year limit may be granted by the Sabbatical Leave Committee upon written request. One half (1/2) sabbatical shall count as one half (1/2) of a year sabbatical in computing the total number of sabbatical leaves which may be granted under this policy.

5.6.5 Distribution. The number of sabbatical leaves awarded in any one (1) fiscal year shall be five percent (5%) of the total permanently filled FTEF (excluding administrative positions), as of October 15, the number of sabbatical positions awarded to be rounded to the nearest half number. (Definition of a "filled" FTEF position: Non-administrative minimally qualified full time equivalent (1.0 FTE) held by a permanent or probationary unit member, either in service or on leave.)

5.6.6 Compensation.

5.6.6.1 A unit member on a granted sabbatical leave for a period of one (1) semester or less as of January 1, 1991 shall be paid ninety (90%) percent of his/her salary plus all fringe benefits including retirement contributions he/she would have received had he/she remained in active service. A unit member awarded a sabbatical leave of absence for one (1) year shall be paid sixty five percent (65%) of his/her salary plus all fringe benefits including retirement contributions he/she would have received had he/she remained in active service. In the computation of the salary, extra pay for summer session, overloads, etc., shall be excluded.

5.6.6.2 A unit member who is awarded sabbatical leave of absence shall receive, when sabbatical leave is computed, such automatic changes in salary rating as would have been received had he/she remained in active service. A unit member on sabbatical leave shall be paid at the same intervals as he/she would for his/her normal pay period.

5.6.7 Criteria. The ranking of sabbatical leave proposals shall be governed by the list of priority determinations, listed in order of precedence (5.6.7.1 - 5.6.7.5), and shall be calculated in accordance with established Sabbatical Leave Committee practice. The revised "SLIDING SCALE OF VALUES FOR EVALUATING SABBATICAL LEAVE PROPOSALS," (Forms F 5.6.7 (a) & (b)).

5.6.7.1 Value of leave to the District, to the students of the District, and to the individual. Value of leave to the District and students is evaluated in terms of the applicant's proposed contribution to classroom teaching, leadership, curriculum development, teaching methods, or other related activities.

5.6.7.2 Among those candidates in the District eligible for sabbaticals at the time applications are submitted, applicants not previously having been granted sabbaticals shall be given preference over candidates who have previously been granted sabbaticals by the District.

5.6.7.3 Seniority of service since last sabbatical.

5.6.7.4 Reasonable distribution in every discipline to the extent required by educational considerations.

5.6.7.5 No sabbatical proposal with a score lower than 10 points shall be considered "qualified" for award. The Sabbatical Committee shall rank all "qualified" sabbatical proposals, including alternates. In the event that a leave is forfeited, the next alternate shall then be selected. Five (5) additional points shall be added to criteria #1

(form 5.6.7 (a)) for a total of 25 points to be awarded in 5 point increments. No proposal scoring below 10 points in criteria #1 shall be eligible for approval. However, applicants submitting proposals deemed unqualified shall be given the opportunity to revise and resubmit their proposal to be considered for placement in a ranked order below those proposals initially approved by the committee, provided there are available sabbatical leaves.

5.6.8 Application Procedure. The selection process should contain the following steps:

5.6.8.1 A Sabbatical Leave Committee shall be composed of three (3) unit members selected by UPM and three (3) educational administrators selected by the Superintendent/President from the following six (6) currently titled positions: Dean of Student Service; Dean of Arts & Humanities; Dean of Work Force Development; Dean of Math & Sciences; Director of Health Services and Director of Learning Resources. Each member shall have one (1) vote. A majority vote (4 votes) will be required to pass sabbatical leave requests. A quorum shall consist of four (4) committee members.

5.6.8.2 Applications for sabbaticals shall be submitted by October 15 in the year preceding the fiscal year in which the sabbatical is applied for. The Sabbatical Leave Committee shall submit all qualified sabbatical proposals to the supervising Vice President by December 15 in each year, and each application must be approved or disapproved by the MCCD Governing Board ("Board") no later than the last Board meeting in January. If application(s) is disapproved, the applicant shall be informed in writing within ten (10) working days of the reason(s) for disapproval. The Board shall not review additional sabbatical leave proposals in that contract year. If a unit member decides, for any reason, not to take a sabbatical leave approved by the Board, their leave is forfeited. However, should the unit member apply for a future sabbatical leave, the forfeited leave shall not count in the calculations determining future eligibility. Forfeited leaves shall be awarded to the next highest ranked unit member from the Governing Board's approved list.

5.6.8.3 The supervising Vice President shall review the sabbatical recommendations and forward the same to the Superintendent/President and the Board with such recommendations for changes as the Vice President requires to reconcile the recommendations with the educational and financial requirements of the District.

5.6.8.4 The final approval for each individual sabbatical, with said approval based upon the criteria listed in this Article, shall rest with the Board. The Sabbatical Leave Committee shall forward all available documentation to the Board of Trustees, including a listing of all applications and the completed forms (see F 5.6.7 a & b) used in ranking proposals.

5.6.9 Accident or Illness. If there is a temporary interruption of more than five (5) calendar days in the program of study or research caused by serious accident or illness during a sabbatical leave, evidence and written verification from a physician of the accident or illness shall be sent by the unit member to the Sabbatical Leave Committee. This notice shall be by registered letter mailed within fifteen (15) calendar days of such illness or accident, or as soon as physically possible. If this evidence is found to be satisfactory to the Sabbatical Leave Committee, this temporary interruption shall not prejudice a unit member regarding fulfillment of the conditions concerning study or research on which such leave was granted. During this period of temporary interruption, the employee shall be returned from sabbatical leave status, placed on regular pay and sick leave status. The employee shall also notify the Sabbatical Leave Committee as outlined in 5.6.11 if accident or illness requires recuperation of an extended nature and creates an unmet Sabbatical Leave commitment.

5.6.10 Return to Service/Final Report. At the expiration of the sabbatical leave, a unit member shall be reinstated in a position equivalent in classification (instructor, counselor, librarian, school nurse and other non-instructional unit member) to that held by him/her at the time of the granting of the leave, unless he/she otherwise agrees in writing prior to the beginning of his/her leave. The unit member is obliged to render at least the equivalent of two (2) full time years of service to the District within a four (4) year period following the completion of the sabbatical leave. A unit member returning from leave shall file a report with the Sabbatical Leave Committee within one semester of his/her return. The nature of the required report shall be determined by the purpose and type of the sabbatical leave, and shall be discussed with the Sabbatical Leave Committee before the leave is taken. This report shall be retained in the Sabbatical Leave Committee's files. At the unit member's request, the report shall be

included in the unit member's personnel file. This report shall also be retained in VP Student Learning/District files and shall serve as a record of professional growth on the part of the unit member and the unit as a whole. (See Form G-7a/b) Upon request by the President or designee, and at a mutually convenient time, the unit member shall present their sabbatical leave report to the Board of Trustees. When formal college credit has been earned during a sabbatical leave, an official transcript shall be supplied by the unit member to the District.

5.6.11 Inability to Complete Approved Leave. In the event of a unit member's inability to complete a sabbatical leave proposal in a timely manner as approved by the Sabbatical Leave Committee, the unit member shall so inform the supervising Vice President or other designated administrator not later than 20 working days following the unit member's awareness of this problem. Said administrator shall notify the Chair of the Sabbatical Leave Committee who shall convene the committee (or, during the summer, members and/or alternates designated by the respective parties as provided for in 5.6.8.1 of the CBA) for the purpose of considering and/or proposing an alternative to the unit member's unmet sabbatical leave commitment.

5.6.11.1 First preference shall be given to any proposal by the employee that is comparable in appropriateness, time, and product to the original approved sabbatical.

5.6.11.2 In the event the committee determines the new proposal to be inappropriate, it shall explain why and an opportunity for reply and revision shall be given to the unit member.

5.6.11.3 In the event the committee determines that the new proposal does not meet the criteria of time (i.e., length of courses taken, length of travel commitment, etc.) or product (i.e., publications, degree received, etc.) it shall pro-rate the repayment (as provided for in 24.7.1 of the CBA) in a manner corresponding to a time-salary ratio (e.g., The percentage of leave that the unit member failed to complete multiplied by the pro-rated salary received by the unit member).

5.6.11.4 In computing the repayment and schedule, the Committee shall allow the unit member to use any available sick, personal necessity or industrial accident leave as compensation to the District in accordance with Articles 5.2, 5.4 and 5.11, as applicable.

5.6.11.5 Failure by the employee to comply with the amended provisions established by the Sabbatical Leave Committee shall result in those sanctions provided for in 24.7.1.

5.6.12 A unit member who is approved for a two semester sabbatical leave which is disrupted due to the accident/illness of the unit member (under conditions provided for in Article 5.6.9) shall have the option of reducing his/her sabbatical to a one semester leave to be compensated under the provision of Article 5.6.6.1 or to extend the period between his/her first and second semester (as provided for in Article 5.6.4 and Appendix G-8a).

5.7 Legislative Leave

5.7.1 Every permanent unit member who is elected to the Legislature, either State or Federal, shall be granted a leave of absence without pay for the duration of the term of the office.

5.7.2 Within six (6) months after the term of office expires, the unit member shall be entitled to return to the position held at the time of election, at the salary to which he/she would be entitled had the unit member not been absent from the service of the District to serve in the Legislature.

5.7.3 A unit member employed to take the place of another unit member elected to the Legislature shall not have any right to such position following the return of the unit member on Legislative leave to the District.

5.7.4 Subject to approval of the carriers, a unit member elected to the Legislature may continue his/her health and welfare benefits at his/her own expense.