SABBATICAL FOR PROFESSIONAL & ADMINISTRATIVE STAFF

I. Purpose:

The College encourages sabbatical leave as an opportunity for professional growth and renewal. Sabbaticals are intended for any professional employee to pursue an activity that he/she would not normally be able to pursue. The overall purpose of a sabbatical is the enhancement of the professional employee's effectiveness and value to the College. The specific purpose of sabbatical leave is the pursuit of study, research, professional writing, curriculum development, approved educational travel or other activity approved by the President and the Board of Trustees.

II. Eligibility:

A. A full-time professional staff employee is eligible for sabbatical leave after the employee has served six full years in a full-time Professional/Administrative position at Allegany College of Maryland. Sabbatical leave shall not be regarded as a right to which the professional staff member is entitled but rather a privilege.

B. Subsequent Eligibility: A full-time Professional/Administrative employee is eligible to apply for another sabbatical leave upon serving six years in a full-time Professional/ Administrative position. However a sabbatical leave may be granted before the six years if it is in the best interest of the College and is approved by the Board.

III. Terms and Conditions:

A. A sabbatical leave may be granted for up to 9 months. The total amount of months taken may span over two years from the starting date of the sabbatical. The months do not necessarily have to occur concurrently depending on the approved plans and goals of the employee. The total plan must be approved prior to implementation.

B. The employee will receive the same benefits, privileges, and opportunities in the same manner as though he/she were on active duty. This applies to salary increments, retirement benefits, sick leave accrual, and promotion opportunities. Vacation will be pro-rated based upon length of the sabbatical.

C. Full-time employment by the recipient of a sabbatical is prohibited. This shall not, however, preclude the recipient's accepting grants, fellowships, or remuneration for part-time work which would not interfere with the sabbatical project. In the event an employee on sabbatical leave receives additional salary for part-time employment, the combined amount of monies and the sabbatical leave salary cannot exceed the employee's full contractual salary.

D. Any Professional/Administrative employee who receives a sabbatical leave is required to return to the College for at least one year following the expiration of the leave. If the individual does not return to the College for one year, the employee will be required to reimburse the College for the salary paid for sabbatical leave on a pro-rated basis.

5. A report will be given to the Board at the end of the sabbatical.

IV. Sabbatical Salary:

A. Salary will be determined based on the length of the sabbatical as follows:

1. up to 4 ½ months at full salary taken within a maximum of 2 years

2. from 4 ½ to 9 months at half salary taken within a maximum of 2 years

V. Application Process:

A. The professional employee must provide a practical plan for replacement during his/her absence. This plan might include the reassignment of certain duties, the hiring of part-time employees or arrangement for consultation during the sabbatical leave period. The professional employee shall work with the supervisor in structuring a plan that ensures the uninterrupted delivery of services during the sabbatical.

B. The application for sabbatical leave will be accompanied by a written request to the immediate supervisor in which the professional employee outlines the complete activity and the means by which the individual expects to increase his/her worth to the College.

C. Upon review and approval the immediate supervisor will forward the sabbatical application and written letter to the Dean/Vice-President of the area for approval and recommendation to the President.

D. Upon review, the President will submit the request and a sabbatical leave contract to the Board of Trustees. The Board may grant sabbatical leave to any Professional/ Administrative staff member if such action is judged to be in the best interest of the College.

E. The number of sabbaticals granted will be based on the financial resources of the College.