

PROCEDURE MANUAL

PROCEDURE 435.5



ARIZONA WESTERN COLLEGE

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Last Revision Date: 03-24-2022;
10-15-2020;
11-05-1990

Effective Date: 11-05-1990

Last Review Date: 03-24-2022

Section: Personnel

Subject: Sabbatical Leave

PURPOSE

Sabbatical Leave is a compensated Professional Development Leave of Absence for the purpose of providing employees of the College community extended alternatives for professional growth. The purpose is to upgrade the services of the College by improving the competency of the Sabbatical Leave participant.

PROCEDURE

1. Eligibility for Sabbatical Leave
 - 1.1 All employees are eligible after serving six years (12 consecutive semesters) as full-time staff of Arizona Western College.
 - 1.2 Returning Sabbatical Leave participants will be eligible for additional sabbaticals after completing six consecutive years (12 semesters) following the prior sabbatical.
2. Sabbatical Leave Classification/Compensation (All compensation is determined by the annual compensation of the fiscal year of the sabbatical leave period.)
 - 2.1 Faculty
 - 2.1.1 One semester leave at the rate of 100% of the regular semester salary.
 - 2.1.2 Full academic year (2 semesters) at the rate of 50% of the regular salary.
 - 2.1.3 Two summers (or more) at the rate of 50% of ten weeks pay (summer = 10 weeks).
 - 2.2 Professional/Administrative
 - 2.2.1 One half of the annual compensation year at the rate of 100% of salary that would have been earned during the time period approved to be absent from the position.
 - 2.2.2 One annual compensation year at the rate of 50% of salary that would have been earned during the time period approved to be absent from the position.
 - 2.2.3 Two summers at the rate of 50% of ten weeks' pay (summer = 10 weeks).
3. Application and Recommendation Procedure
 - 3.1 Written application for Sabbatical Leave will be submitted to the appropriate Vice President no later than October 15 of the calendar year preceding the fiscal year in which the Sabbatical Leave will be effective.
 - 3.2 Applicants for Sabbatical Leave will submit, to the appropriate Vice President a written proposal which will reflect a program of study or a schedule of activities. This document must be of such detail that the selection committee will be able to clearly

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determine the objectives to be accomplished during the Sabbatical Leave. Guidelines for Application for Sabbatical Leave are available from the appropriate Vice President.

- 3.3 Applications will be forwarded to the Sabbatical Leave Committee no later than October 21. A Sabbatical Leave Committee will be formed by the appropriate Vice President and will include not less than five (5) members.
 - 3.4 The Sabbatical Leave Committee will review all applications, apply the established criteria and submit its recommendation, in priority listing, to the Executive Committee before December 1. The committee may request additional written and/or oral explanations in support of the proposals.
 - 3.5 Sabbatical Leave recommendations will be presented to the District Governing Board at the January meeting. If the recommendations of the Sabbatical Leave Committee are changed, the committee will be advised prior to the presentation to the District Governing Board.
 - 3.6 Applicants approved for Sabbatical Leave will be notified following the District Governing Board action. Sabbatical Leaves will be contingent upon funds.
 - 3.7 After approval, any changes to the program of study or the schedule of activities will be submitted to the appropriate Vice President for approval.
4. Criteria for Sabbatical Leave Selection
Criteria for selection will include, but are not limited to the following:
 - 4.1 Completion of Advanced Degrees.
 - 4.2 Value of the activity to the institution's educational program.
 - 4.3 Curriculum and material development.
 - 4.4 Research and publication.
 - 4.5 Planned and approved travel related to the subject field.
 - 4.6 Practical training and job experience in subject related field.
 - 4.7 Updating of knowledge in subject field.(Order of listing does not imply priority nor merit.)
5. Requirements and Responsibilities
 - 5.1 Upon completion of the Leave, Sabbatical Leave participants agree to work for Arizona Western College for at least one year in the same or comparable position.
 - 5.2 Sabbatical Leave Participants who do not return to Arizona Western College to satisfy 5.1 will repay the full amount of the Sabbatical Leave within one year from the date the leave ends unless excused from this obligation by the District Governing Board. Each

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Sabbatical Leave participant will sign a promissory note for the full amount of the Sabbatical Leave payment prior to the beginning of the Leave.

- 5.3 Failure to comply with the terms of the approved Sabbatical Leave Program or schedule of activities may require that College funds expended to be returned in part or in full, subject to approval of the District Governing Board.
- 5.4 Returning Sabbatical Leave participants will file, no later than 60 days after returning, a written report with the appropriate Vice President and the Sabbatical Leave Committee. It is suggested the report be planned in consultation with the appropriate Vice President before leave is taken. An official transcript will serve in lieu of a written report for full-time study programs.

6. Benefits

- 6.1 Medical and dental insurance coverage for the Sabbatical Leave Participant continues as though the employee were still a full-time continuing employee. The employee may continue coverage for eligible dependents by paying for such coverage through payroll deduction.
- 6.2 Retirement contributions to the Arizona Retirement System will continue to be made by the College and by the employee through payroll deduction.
- 6.3 No benefits such as sick leave will accrue during an approved Sabbatical Leave, but all such previously accrued benefits will be held in abeyance until the employee's return to work on a full-time basis.
- 6.4 An employee on Sabbatical Leave is not eligible for a longevity increase based on time when the employee was not actively performing service for the College, but the employee is eligible for any across-the-board salary increases which may be granted to the employee's employee class.