

**8.4 Compassionate Leave**

In any one school year a faculty member may be granted a maximum of three days (non-cumulative) paid leave to cope with an emergency in his/her family which, in the judgment of the College President necessitates the faculty member's presence at the scene of a family emergency. Such leave may be granted only after all other applicable types of leave have been exhausted.

**8.5 Parental Leave**

Faculty members are eligible for leaves of absence when said absence is due to pregnancy, convalescence from childbirth, the birth of a child, or placement of a child in connection with the adoption or foster care of the child by the faculty member.

Any faculty member who is required to absent herself from her duties due to pregnancy, convalescence from childbirth, the birth of a child, or placement of a child in connection with the adoption or foster care of the child, shall be granted parental leave without loss of pay for a period not to exceed 21 calendar days. Such leave shall be utilized within the first three (3) months following childbirth or the placement of a child in connection with the adoption or foster care in the home and be used in one 21 calendar days' block of time.

Any faculty member who is required to absent himself from his duties because of birth of a child, or placement of a child in connection with adoption or foster care, shall be granted parental leave without loss of pay for a period not to exceed 21 calendar days. Such leave shall be utilized within the first three (3) months following childbirth or the placement of an adopted child or a foster child in the home and be used in one 21 calendar days' block of time.

Faculty members who have exhausted all available sick leave, including all accumulated sick leave, and continue to be absent due to pregnancy, convalescence from childbirth, the birth of a child, or placement of a child in connection with the adoption or foster care of the child by the faculty member may be eligible for up to 12 weeks of leave paid at no less than 50% of his or her regular salary per California Education Code section 87780.1. The 12-workweek period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave. A faculty member shall not be provided more than one 12-workweek period for parental leave during any 12-month period. Parental leave taken pursuant to this section shall run concurrently with parental leave taken under the California Family Rights Act.

Nothing in this Article shall be construed so as to deprive any faculty member of such leave rights under the other provisions of this Agreement for absence due to illness or injury resulting from pregnancy.

**8.6 Sabbatical Leave**

**8.6.A. Policy**

Regular faculty members are encouraged to pursue opportunities for professional growth leading to the development of increased competence. These professional growth opportunities will focus primarily on the growth of the individual in order to maintain a dynamic faculty, one equipped with the mental and emotional tools to provide exceptional service to the students and the District in an era of constant change.

**8.6.B. Sabbatical Leave Committee**

- (1) All proposals for sabbatical leaves shall be evaluated by a Sabbatical Leave Committee at each college. The Sabbatical Leave Committee shall be a standing committee at each college.
- (2) The Committee shall consider and base its recommendation on the following criteria:
  - (a) Value of the proposed leave on instruction or service to students, the college, the District, and the candidate's professional competence;
  - (b) Reasonable distribution of sabbatical leaves among departments and divisions;
  - (c) Consistency with the mission of the District, as adopted by the Board of Trustees;
  - (d) The number of previous sabbatical leaves granted applicants. An applicant for a first sabbatical leave shall be given priority over an applicant who has had a previous sabbatical leave (all other factors being comparable);
  - (e) Whether the outcomes are achievable and measurable within the timeframe of the designated sabbatical leave.

**8.6.C. Purposes of Sabbatical Leave**

Sabbatical leaves may be granted for purposes that include, but are not limited to, the following:

- (1) Academic study or professional research at a regionally-accredited institution of higher education.

A faculty member who applies for leave for this purpose shall agree to undertake advanced study or independent research related to his/her teaching assignment. No less than six units of course work or equivalent research per semester shall be acceptable from a regionally-accredited institution of higher education.

- (2) On-site research project

Special projects shall be designed to expand the faculty member's knowledge so that he or she will be a greater asset and credit to the District, worth to students being the ultimate measure. These projects may also include development of educational programs and curricula. Projects which involve travel outside the country must include a detailed itinerary.

- (3) Approved teaching or research fellowships and teacher exchange programs.
- (4) Work or research in industry, business, or government.

Positions shall be restricted to those related to the applicant's field and

ones which shall be of benefit to the District and for the improvement of instruction. Total compensation received shall not exceed the amount that would have been received had the faculty member remained in active service in the District. If necessary, compensation paid by the District shall be reduced by the appropriate amount so that the total stipend shall not exceed the faculty member's salary.

**8.6.D. Eligibility**

Any regular faculty member who has served the District for six consecutive years as a faculty member shall be eligible for a leave of either one or two semesters at his/her option. Not more than one such leave may be granted to any faculty member in each seven-year period.

**8.6.E. Sabbatical Leave Applications**

- (1) Applicants for sabbatical leaves shall file with their College Sabbatical Leave Committee a written request containing detailed plans of their proposal.
- (2) Applications shall be filed on or before November 1 of the fiscal year preceding the proposed leave.
- (3) Applications and recommendation(s) of each College Sabbatical Leave Committee shall be forwarded to the District Sabbatical Leave Committee composed of the following members: one administrator from each college appointed by the College President, one faculty member from each college appointed by each College Academic Senate, one AFT representative appointed by the AFT Executive Council, and one Human Resources representative who shall be a non-voting member appointed by the Vice Chancellor of Human Resources. The Human Resources representative shall serve as a coordinator of the District Sabbatical Leave Committee. The District Sabbatical Leave Committee shall determine in priority order its recommendations as well as a priority order list of alternative applicants when applications in excess of the limit are received. The District Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and submission to the Governing Board.
- (4) Applicants will be notified by the Governing Board on or before February 1 of the final acceptance or rejection of their application.
- (5) Under exceptional circumstances, late applications will be considered.
- (6) After a leave has been granted, any significant change of purpose or in the plan shall be cause for reconsideration of the agreement between the District and the faculty member.

**8.6.F. Compensation**

- (1) If the sabbatical leave is for two semesters, compensation shall be two-thirds of the faculty member's regular teaching salary.

- (2) If the leave is for one semester, the compensation shall be the faculty member's full regular contract teaching salary for one semester. Normally, one-semester leaves must be taken during the Spring Semester.
- (3) Salary while on leave shall be paid monthly during the fiscal year in the same manner as faculty members are paid.
- (4) The District shall not pay travel costs or salary or provide remuneration other than the sabbatical leave stipend during the period of the leave. Exceptions will be considered by the Governing Board upon the recommendation of the Chancellor or upon appeal from his/her adverse recommendation.

**8.6.G. Guarantees**

- (1) The faculty member must agree to return to the District for a period of service equal to twice the period of the leave.
- (2) Any transfer of a faculty member who is on a sabbatical leave shall be subject to Article 14 of this Agreement.
- (3) The written agreement between the District and the Faculty member is to be acceptable without requirement of a bond.

**8.6.H. Accountability**

Upon completion of the sabbatical leave and within six months of the faculty member's return to duty, she/he shall submit to the College President and to the Chancellor (and to the Governing Board, if requested) a report which must include transcripts of study completed, if applicable, together with an evaluation of the project pursued. The Governing Board shall be encouraged to request a review of all reports.

**8.6.I. Incomplete Sabbatical Leave**

If the program for sabbatical leave is interrupted because of serious accident or illness, this will not be considered a failure to fulfill the conditions under which the leave was granted, nor shall such interruption affect the amount of compensation to be paid the faculty member under the terms of the leave agreement, provided, however, that the District shall have been notified by registered mail within 30 days of the time of the accident, or, in the case of illness, the onset of said illness and a medical verification of same.

**8.6.J. Effect of Leave on Salary Increments and Retirement**

- (1) Sabbatical leave shall be counted toward retirement. The annuity contributions shall be collected in the usual manner and all fringe benefits shall be in force.
- (2) Sabbatical leave shall be counted as experience for advancement on the salary schedule.
- (3) Incomplete sabbatical leaves can count toward benefits (salary, retirement, and advancement on the salary schedule) only to the extent that salary is received while the leave is in progress.

- (4) Sabbatical leave shall not affect the accrual of non-contract longevity.

**8.6.K. Credits**

Academic credits earned from any sabbatical leave may be credited toward salary increments the following Fall Semester.

**8.6.L. Limitations**

- (1) The number of sabbatical leaves granted each year shall be 3% of the full-time faculty members (with a fraction of a faculty member rounded up) in the District, including at least one at each college, except that if a reduction in force of full-time faculty is necessary due to lack of funds, the parties agree to reopen negotiations prior to May 15 of each calendar year on the minimum number of sabbaticals to be granted per year.

Beginning July 1, 2002, if the Governing Board chooses to grant sabbaticals in excess of the number of sabbaticals provided above, the additional sabbaticals shall be for one year and shall be limited to a maximum of three.

- (2) A list of alternates will be established and maintained by the Sabbatical Leave Committees in the event that change of plans for applicants or increase in staff permits additional grants.

**8.6.M. Priority Determinations**

In the event that more applications for sabbatical leave are submitted than the above-mentioned limitation will permit, the granting of said leaves will be governed by the following list of priority determinations, listed in order of precedence.

- (1) Value of the proposed leave to the individual faculty, the students, and the District. Value of leave to the students and District is evaluated in terms of what the applicant may contribute following return through classroom teaching, leadership, curriculum development, or teaching methods.
- (2) The number of previous sabbatical leaves granted applicants. An applicant for a first sabbatical leave shall be given priority over an applicant who has had a previous sabbatical leave.
- (3) Seniority of service.
- (4) Reasonable distribution of sabbatical leaves among departments and divisions.

**8.7 Professional Conference Leave**

- 8.7.A. Faculty members may, with approval of the appropriate Dean, be eligible for short-term paid leaves of absence to attend professional conferences directly related to their teaching or other District work assignments.