



SABBATICAL LEAVE COMMITTEE

HANDBOOK

(updated 7/8/2020 based on 2019-2022 Faculty Contract)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE HANDBOOK
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CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE TIMELINES FOR PAID AND UNPAID SABBATICALS

MONTHS	LETTERS OF INTENT	APPLICATIONS FOR SABBATICAL LEAVE OF ABSENCE	REPORTS
<i>July</i>			<p>Per Article 12-1A.2d Business Services will provide to the Faculty Association and Sabbatical Committee Statements of Sabbatical Leave Funds by July 15th.</p> <p>By August 1, the Vice Presidents, Academic Services are to send letters to Fall Semester returnees reminding them that their Sabbatical Leave Report is due on their first day of return to active service. (Article 12-1A.9b.)</p>
<i>Aug</i>		<p>By Sept 1 the Vice Presidents, Academic Services send an email or letter to Faculty who submitted the Letters of Intent in April reminding them of the Applications being due on September 15. The email/letter should include a link or have a reference to Sabbatical Handbook's Appendix B Application Package on the Human Resources Forms Website.</p>	<p>Sabbatical Leave Recipients to provide their mentor their relevant off-campus email. (Article 12-1A.9b.)</p> <p>Reports are due to the Chair of the Sabbatical Leave Committee through the Faculty member's respective College Vice President, Academic Services the first day of their return to active service for Fall Semester. (Articles 12-1A.9b. and 12-1B.)</p>
<i>Sept</i>		<p>By Sept 15 at 5:00 p.m. or the following instructional day applications are due to their respective College Vice President, Academic Services Office (Articles 12-1A.7 and 12-1B.) along with request to use earned workload banked, if applicable. (Articles 12-1A.4g. and Workload Banking: Augment Sabbatical Salary Form)</p> <p>Sabbatical Leave Committee begins its review of applications after Sept 15.</p>	
<i>Oct</i>		<p>Review of applications.</p>	<p>For Sabbatical Recipients currently on Leave, submit a Progress Report to Mentor by October 31. Failure to do so can result in non-progression of the Sabbatical. (Article 12-1A.9b)</p>



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MONTHS	LETTERS OF INTENT	APPLICATIONS FOR SABBATICAL LEAVE OF ABSENCE	REPORTS
Nov		Review of applications.	<p>Sabbatical Leave Committee begins review of Sabbatical Leave Reports (Article 12-1B) from previous Spring Semester and previous academic year. Complete review no later than 60 days after beginning of the following semester or as soon thereafter, as possible.</p> <p>Reports with Sabbatical Leave Committee approval or disapproval forwarded to Chancellor through College President for Board Of Trustees review. (Articles 12-1A.9b. and 12-1B.)</p>
			<p>By the end of November, the Sabbatical Leave Committee reviews from Spring Semester Sabbatical Leave Reports and forwards their recommendation for approval or disapproval through College President to Chancellor for Board of Trustees' review. (Articles 12-1A.9b., 12-1A.9j&k and 12-1B.)</p>
Dec		<p>Sabbatical Leave Committee completes its review of the applications and forwards original documents [Letter of Intent to Apply for Sabbatical Leave of Absence; Application for Sabbatical Leave of Absence; and Workload Banking: Augment Sabbatical Salary, if applicable] with recommendations to the respective College Vice President, Academic Services' Office, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success by the end of the Fall Semester.</p> <p>The Vice Presidents of Academic Services shall communicate the decision of the Sabbatical Committee by the end of the Fall Semester with a full explanation of the person's standing on the list for approval or non-approval.</p>	<p>The first week of December, the Office of the Vice Presidents, Academic Services shall send letter(s) to Spring Semester Faculty returnees reminding them that their Sabbatical Leave of Absence Report is due the first day of their return to active service in Pdf form.</p>



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		<p>This communication shall be in a verifiable format (email is acceptable). (Articles 12-1A.7, 12-1A.4g. and 12-1B.)</p> <p>If denied, see Appeal Process. (Article 12-1A.7a.)</p>	
<i>Jan</i>		<p>Applications with Sabbatical Leave Committee recommendations submitted by the respective College Vice President, Academic Services to the Vice Chancellor, Educational Services and Student Success, who will submit final approved applications for Board Of Trustees approval before its February Board of Trustees' Meeting. (Articles 12-1A.7 and 12-1B.)</p>	<p>Sabbatical Recipients to provide their mentor will relevant off-campus email. (Article 12-1A.9b.)</p> <p>Reports are due to the Chair of the Sabbatical Leave Committee through the Faculty member's respective College Vice President, Academic Services the first day of their return to active service for Spring Semester. (Articles 12-1A.9b. and 12-1B.)</p>
		<p>Sabbatical Committee reserves the right to review the list of recommended candidates before it is published in the February Board of Trustees' Agenda. The Sabbatical Committee shall review the list of recommended candidates by the deadline for submitting Board of Trustees' Agenda Items and the Committee Chair will advise the Chancellor of its review.</p>	<p>Per Article 12-1A.2d Business Services will provide to the Faculty Association and Sabbatical Committee Statements of Sabbatical Leave Funds by January 15th.</p>
		<p>After Board of Trustees' action, the Vice Chancellor, Educational Services and Student Success Office will provide Human Resources with original documents. Human Resources will prepare Sabbatical Contracts for approved applicants [funded and unpaid]. (Article 12-1A.9a.)</p>	



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MONTHS	LETTERS OF INTENT	APPLICATIONS FOR SABBATICAL LEAVE OF ABSENCE	REPORTS
<i>Feb</i>		<p>Applicants shall be notified no later than March 1 by the Vice President, Academic Services through the Sabbatical Leave Committee of the Board Of Trustees' action. Email notification is acceptable. (Articles 12-1A.7 and 12-1B.)</p> <p>Applicant shall inform the Sabbatical Committee in writing of his/her cancellation of the Sabbatical Application by March 1.</p>	
<i>March</i>	The Vice Presidents, Academic Services send Letters of Intent to all regular Full-Time Faculty at their respective college by end of second week of March. (Article 12-1A.6.)	See language above in February.	<p>Per Article 12-1A.2d, the two college Vice Presidents, Academic Services advise the Vice Chancellor, Business Services and Faculty Association on or before March 1, as to the extent of nature of the replacements for Faculty on Sabbatical Leave of Absence.</p> <p>For Faculty currently on Sabbatical Recipients currently on Leave, submit a Progress Report to Mentor by March 31. Failure to do so can result in non-progression of the Sabbatical. (Article 12-1A.9b)</p>
<i>April</i>	Letters due by 5:00 p.m. on April 1 or the following instructional day at each College's Office of Academic Services. (Articles 12-1A.6 and 12-1B.)	Human Resources shall send by email or certified mail the Sabbatical Leave of Absence Contract of Agreement to Board-approved applicants by April 1. (Article 12-1A.9a.)	By the end of April, the Sabbatical Leave Committee reviews from Fall Semester Sabbatical Leave Reports and forwards their recommendation for approval or disapproval through College President to Chancellor for Board of Trustees' review. (Articles 12-1A.9b., 12-1A.9j&k and 12-1B.)
	By April 15 or the following instructional day, the Vice President, Academic Services to send an email or letter to the Full-Time Faculty confirming receipt of Letter of Intent.	Board-approved applicants will return signed Sabbatical Contract of Agreement to Human Resources no later than ten (10) days after receipt. (Article 12-1A.9a.)	



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<i>MONTHS</i>	<i>LETTERS OF INTENT</i>	<i>APPLICATIONS FOR SABBATICAL LEAVE OF ABSENCE</i>	<i>REPORTS</i>
	<p>The Vice Presidents, Academic Services will:</p> <ul style="list-style-type: none"> a) Email Human Resources the list of applicant names and schedule review of personnel records; b) Review applicant's personnel record and prioritize the Letters of Intent Districtwide; c) obtain funding information from District Business Services as well as provide Business Services the prioritized ranking list. 	<p>If the contract is not signed within ten (10) days, then the offer of a Sabbatical Leave of Absence shall be automatically withdrawn. (Article 12-1A.9a.)</p> <p>A communication will be sent by Human Resources to applicant(s) that have not returned their Sabbatical Contract with a copy to the Sabbatical Committee Chair and appropriate College Vice President, Academic Services.</p> <p>Human Resources will verify with Sabbatical Chair through the Vice Presidents, Academic Services receipt of Board-approved applicant's Sabbatical Contracts of Agreements no later than April 30.</p>	
<i>May</i>	<p>Per above-noted April Vice President, Academic Services responsibilities:</p> <ul style="list-style-type: none"> d) Provide to the Committee the funding information at its last Sabbatical Committee meeting and makes decision to identify how many leaves are to be funded in the next Academic Year (Article 12-1A.3); e) [Each Vice President, Academic Services through the Sabbatical Leave Committee Chair] will inform the applicants of their priority ranking and funding status by email or certified mail. 	<p>Human Resources will obtain both parties signatures by the end of May. A copy will be sent through email or certified mail to the Board-approved applicants. (Article 12-1A.9a.)</p> <p>In the absence of signed agreement, the FA-District Contract shall control and is binding on the Sabbatical Leave of Absence recipient. (Article 12-1A.9a.)</p> <p>Sabbatical Leave Committee will be responsible for identifying and assigning mentors from the Sabbatical Leave Committee to coach recipients who will be absent on Sabbatical Leave the following Academic Year.</p>	



GENERAL INFORMATION

The Purpose of a Sabbatical Leave

Most faculty who have been working for the Chabot/Las Positas CCD full-time for at least 6 years are eligible to apply for paid sabbatical leave. The CLPCCD contract indicates that the purpose of a sabbatical leave is to allow for travel or study that will improve and update a faculty member's capabilities to serve the district and its students. Thus, any faculty requesting a sabbatical leave will want to consider:

- The specific needs of students and the district
- The activities you will take while on your sabbatical
- How these activities will empower you to help with those needs

In determining the type and amount of work that is appropriate to a one or two semester paid sabbatical, please see this handbook under the section, "Guidelines for Documentation."

Your Priority Ranking for Sabbatical Leave of Absence

Faculty members who submitted Letters of Intent to Apply for Sabbatical Leave of Absence will be assigned a priority ranking. Your rank may change for any of the following reasons:

1. Potential applicants inform the Committee, in writing, of their withdrawal of the intent to apply.
2. Potential applicants fail to submit a Sabbatical Leave of Absence Application before 5:00 p.m. on September 15.*
3. An applicant informs the Committee, in writing, of his/her withdrawal or cancellation of the Leave Application before March 1.
4. A Sabbatical Leave of Absence Application is not approved by the Committee.

Deadline for Submitting Sabbatical Leave of Absence Application

Applications for Sabbatical Leave of Absence are due to your college's Office of the Vice President, Academic Services no later than 5:00 p.m. on September 15.**

If you are intending to utilize workload bank to augment your salary, you must attach to your Sabbatical Leave of Absence Application the Workload Banking: Augment Sabbatical Salary form. [Appendix B]

Applications received by the Office of the Vice President, Academic Services after this due date and time cannot be accepted by the Sabbatical Leave Committee. It is your responsibility to ensure that this deadline is met; therefore, it is strongly recommended that you:

- a) allow sufficient time if campus mail or U.S. mail is used;
- b) advise your immediate supervisor who must review and sign the application of this deadline;

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association, January 1, 2012 – December 31, 2014.

**Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

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- c) contact your College's Office of the Vice President, Academic Services, prior to deadline to confirm that the application has been received, unless, of course, you have hand delivered it yourself; and
- d) keep a copy of your signed, completed application packet.

If you need assistance in preparing your application, please contact any member of the Sabbatical Leave Committee. Members of the Sabbatical Leave Committee are available to offer guidance on preparing your application, clarify the application approval process and deadlines, and answer questions. Call or email them as soon as possible for the most timely help or check the Sabbatical Leave Committee website.

Should you decide to withdraw or cancel your application, it would be greatly appreciated if the Sabbatical Leave Committee is informed, in writing, as soon as possible of your decision. This will allow the Committee to immediately reassign the limited funds to a colleague who has also applied for a Sabbatical Leave of Absence.

Work With The Sabbatical Committee

The Sabbatical Leave Committee shall consist of:

- a) The Chabot College Vice President, Academic Services and the Las Positas College Vice President, Academic Services, one of whom shall serve as Secretary. Each member of the Committee shall have equal voting privileges.
- b) Eight (8) Regular unit members appointed by the Faculty Association for a term of five (5) Academic Years each. The Faculty Association reserves the right to remove members, and it is understood that members may resign from service at will. The composition of these eight (8) unit members shall be: four (4) from Chabot College and four (4) from Las Positas College. The Sabbatical Leave Committee Chairperson shall be selected by the Sabbatical Leave Committee from among the unit members of the Committee.
- c) The Committee will assign mentors to guide the Sabbatical Leave Recipients. The Recipient is expected to communicate with the mentor on a regular basis. Progress Reports are due to the mentor the end of October and the end of March per Article 12-1A.9b. [Appendix C]

Making Serious or Unforeseen Changes to Approved Sabbatical Leave of Absence

Any serious or unforeseen changes to your Leave of Absence, as stated in your approved application, must be approved by the Chancellor in order to avoid financial consequences.

Please refer to Article 12-1A.9r. of the Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association for details of your Sabbatical Leave of Absence Report and modifications to your Sabbatical Leave of Absence purpose.

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Requests to modify an approved Sabbatical Leave of Absence shall be made immediately and in writing (including by email) to the Vice President, Academic Services of your respective college, who shall promptly notify the Sabbatical Leave Committee [Article 12-1A.9r.] of the request.

Modifications may be requested due to the unit member experiencing serious or unforeseen circumstances affecting his/her initial Sabbatical Leave request. This request to modify shall include the reason(s) for the modification, a description of alternative plan(s) including alternative objective(s) and method(s) for achieving the intended outcome.

The Sabbatical Leave Committee shall recommend its approval or disapproval of the requested change(s) to the Chancellor for final approval in consultation with the appropriate College President. Once the Chancellor has made his/her decision, the Chair of the Committee will be notified and will communicate the decision to the applicant immediately.

Canceling/Rescinding Sabbatical Leave of Absence After Board Approval

If you decide to cancel/rescind your Board-approved Sabbatical Leave of Absence, please notify as soon as possible by email or certified letter:

- Your College's Dean;
- Vice President, Academic Services, who will notify the Sabbatical Leave Committee Chair and Committee. The Sabbatical Leave Committee Chair and Vice President, Academic Services will notify the Chancellor and Board of Trustees;
- Human Resources; and
- Payroll.

Failure to do the above may result in problems with class assignment(s); pay warrant, benefits and retirement financial consequences.

Step Advancement Credit for Unpaid Sabbatical Leaves of Absence

The Sabbatical Leave Committee views the purpose of the Sabbatical Leave of Absence to be of educational benefit to the students and the District; and, thus, pursuant to Article 12-1B of the *Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association (January 1, 2012 – December 31, 2014)*. Step Advancement will follow per Article 12-1B.

Reimbursing CalSTRS or CalPERS for Retirement Contributions Not Made While You Are On Sabbatical Leave of Absence

Faculty who take a Sabbatical Leave of Absence have the option at any time to “buy back” retirement service credit for the difference between the amount they received as salary and their full rate. In order to do this, they must complete all obligations on the Sabbatical Leave of Absence and pay their portion of the retirement contribution.

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In order to determine your portion due of the retirement contribution, you must contact CalSTRS and inform them you wish to “buy back” service credit lost during your Sabbatical Leave of Absence. They will send you an invoice detailing your contribution and the District’s. You will be given an option of making one lump sum payment or monthly payments. (In either case, you must get certification from the Sabbatical Leave Committee that you have fulfilled your obligations under your Sabbatical Leave of Absence Contract of Agreement. [Articles 12-1A.5 and 12-1B.])

Present your invoice from CalSTRS or CalPERS and the certification from the Sabbatical Leave Committee to the District Offices of Payroll and Human Resources. If you decide on one lump sum payment, pay your portion to the District. The District will then make payments to CalSTRS and CalPERS of both your portion and the District’s. If you choose to make monthly payments, make those arrangements with CalSTRS or CalPERS.

Questions should be directed to the District Offices of Payroll and Human Resources.

Modified Sabbatical Leave of Absence

A recipient is permitted to modify the approved Sabbatical Leave of Absence activity only in cases of serious and unforeseen circumstances, and only after approval by the Sabbatical Leave Committee.

The unilateral alteration of a Sabbatical Leave of Absence activity by a recipient, without obtaining prior approval by the Committee shall, in and of itself constitute a basis to disapprove the Sabbatical Leave of Absence Report or a particular objective therein.

In case the Sabbatical Leave of Absence activity, as approved by the Board of Trustees, or agreed upon in the Sabbatical Leave Contract with the District, must be changed due to unexpected undue hardship and/or other unusual or unforeseen circumstances, the unit member taking the Sabbatical Leave of Absence (or an agent representing the unit member if he/she is unable to communicate) shall immediately notify the Office of the Vice President, Academic Services in writing (email acceptable) of his/her respective college, who shall so notify the Sabbatical Leave Committee.

This request to modify shall include the reason(s) for the modification, a description of alternative plan(s) including alternative objective(s) and method(s) for achieving the intended outcome.

This notification shall be made by verifiable written medium such as email, or U.S. Mail as a Certified or Registered Letter, shall state completely the reason(s) for the change, and include a complete description of any alternative plan [alternative objective(s), method(s) for achieving objective(s) and documentation]. The Sabbatical Leave Committee reserves the right to require verification of the circumstances causing the change.

The Sabbatical Leave Committee shall recommend its approval or disapproval of the requested change to the Chancellor for final approval in consultation with the appropriate College President. The Chancellor shall inform the Sabbatical Leave Committee, in writing, of his/her decision as soon as possible. A revised Contract of Sabbatical Leave of Absence Agreement may be written with the unit member if necessary. Should the need for approval of a change in the Sabbatical Leave of Absence activity occur at a time when the Committee Chairperson or the Committee is not available and a delay in receiving a response from the appropriate

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Vice President would cause undue hardship for the unit member taking the Sabbatical Leave of Absence, the appropriate Vice President is empowered to act upon the request for change in Sabbatical Leave of Absence activity without the Sabbatical Leave Committee's recommendation. The appropriate Vice President shall inform the Sabbatical Leave Committee, in writing, of his/her action in these cases. (Article 12-1A-9s.)

Interrupted Leaves

In case the approved Sabbatical Leave of Absence activity, as agreed upon in the Sabbatical Leave of Absence Contract with the District, is interrupted by serious accident or illness during the Sabbatical Leave of Absence, and the accident or illness is properly verified by a qualified physician, and this interruption does not extend over a period of time that would cause the purposes of the Sabbatical Leave of Absence to be abandoned, this interruption shall not constitute a violation of the Contract of Sabbatical Leave Agreement nor prejudice the unit member against receiving the rights and benefits provided for under terms of the Sabbatical Leave of Absence.

In cases where interruption due to accident or illness would preclude satisfactory completion of the Sabbatical Leave of Absence purposes, the Sabbatical Leave of Absence shall be terminated, and a Sick Leave of Absence shall be substituted by mutual agreement between the District and the unit member. If a Sabbatical Leave of Absence is terminated due to extended illness or serious accident, the Sabbatical Leave of Absence salary shall also be terminated, and the expenses drawn against the Sabbatical Leave Fund shall be terminated.

In all cases of serious accident or illness of a unit member on Sabbatical Leave of Absence, the Chancellor shall be promptly notified by Registered Letter via the U.S. Mail after occurrence or medical diagnosis, and the Chancellor shall so notify the Sabbatical Leave Committee. While on Sabbatical Leave of Absence, if any material changes occur beyond the control of the unit member which may affect the contractual obligations of the unit member on Sabbatical Leave of Absence, he or she shall notify the Chancellor and a revised Contract of Sabbatical Leave Agreement may be written with the unit member if necessary. The Chancellor shall so notify the Sabbatical Leave Committee. (Article 12-1A.9r.)

Office Hours If Working for Overload During Sabbatical Leave of Absence (Article 18J.4)

If a unit member's instructional assignment is three (3) Calculated A Hours (CAHs) or more in a given Fall or Spring Semester, not counting Activity Hours or courses taught exclusively on an individualized mastery learning basis, he/she shall have the option of serving one (1) weekly office hour paid at the rate specified in Article 21G.1f. If the unit member's assignment is six (6) Calculated A Hours (CAHs) or more, he/she may serve an additional weekly paid office hour, for a maximum of two (2) hours total, with the approval of the appropriate Administrator. (For Summer Session and Inter-session assignments see Article 17D.)

Contract and Regular unit members who are on an approved one hundred percent (100%) Leave of Absence and teach as Full-time Faculty for overload while on a Leave of Absence shall be eligible for paid office hours according to the above. The office hours shall be held on campus or at appropriate off-campus sites (approved by the appropriate Administrator). The place and time of the office hour(s) shall be communicated in writing to the appropriate Administrator.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

GUIDELINES FOR DOCUMENTATION OF ATTAINMENT OF OBJECTIVES



In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution only), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Leave for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student (twelve [12] graduate semester units for the year).
 - (2) If undergraduate and not combined with another approved activity, then twelve [12] units per semester are required.
 - b. If a course is only “audited,” a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **and**
 - (2) **dated** class notes taken during attendance in the course.
2. WORK EXPERIENCE
 - a. Indicates the name and place where work was done.
 - b. Indicates the type of work performed.
 - c. Indicates the quantity of time spent working.
 - d. Indicates the quality of the work performed.
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.
 - b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
 - c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
 - d. Bibliography of material read, studied, and/or collected. If only books read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles, so one hundred twenty (120) articles per semester, or two hundred forty (240) per year.
 - e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

GUIDELINES FOR DOCUMENTATION OF ATTAINMENT OF OBJECTIVES

4. RESEARCH/STUDY/CONFERENCES/NONCREDIT COURSE/OTHER CREATIVE WORK
 - a. Names of the location(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
 - b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
 - c. Manuscripts, publications, papers, paintings, drawings, photographic work, and/or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
 - d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.
 - e. If attending conferences and/or noncredit courses, plan to spend time approximately equal to undergraduate work: for one semester (if not combined with another activity), 17.5 hours (which is one undergraduate unit) x 12 units = 210 hours. Provide proof of the time spent (conference or course schedule, brochures, dates) along with related materials and a summary of what was learned/achieved.
 - f. Original creative written work: approximately 40,000 words for one semester.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX A

Letter of Intent



MEMORANDUM

Sabbatical Leave Committee



TO: All Faculty

FROM: Sabbatical Leave Committee

DATE:

SUBJECT: Letter of Intent to Apply for Sabbatical Year

If you are a Faculty member with regular status and employed half-time or more, and by August, [Year], will have completed six (6) Academic Years of bargaining unit service, and are considering the possibility of applying for a Sabbatical Leave of Absence starting with the [Year] Academic Year, please use the attached form as your Letter of Intent. The deadline date for submission of the Letter of Intent to the Office of Academic Services at your college is on or before **[Day], April 1, [Year]*, 5:00 p.m. Late letters will not be accepted.** (Article 12-1A.6)

Upon receipt of your Letter of Intent, a letter stating it has been received will be sent to you. **If you do not receive this acknowledgement by April 15**, please contact your College's Office of the Vice President, Academic Services.

After April 2, one Vice President, Academic Services, on alternate year, will determine the priority ranking number for each person submitting a Letter of Intent and compute an approximate cost for each intended Leave in accordance with the Sabbatical Leave of Absence policy. The Vice President, Academic Services through the Chair of the Sabbatical Leave Committee will inform applicants of their priority ranking.

Please note that sabbatical priority numbers and the estimated Leave cost will be based on information **provided in the Letter of Intent** in order to minimize any delay in informing potential applicants. However, the Sabbatical Leave Committee reserves the right to recommend changes in priority ranking if:

1. the information provided in a Letter of Intent submitted by potential applicants is found to be incorrect upon completion of verification procedures, or
2. potential applicants inform the Committee, in writing, of their withdrawal of the intent to apply, or
3. potential applicants fail to submit a Sabbatical Leave of Absence application on or before [Day] September 15, [Year]*, or
4. an applicant informs the Committee, in writing, of his/her withdrawal or cancellation of their Sabbatical Leave of Absence Application, or
5. a Sabbatical Leave of Absence application is not approved.

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**

Since the information provided in the Letter of Intent must be correct, potential applicants should contact the Office of Human Resources about the accuracy of the requested information. In addition, a copy of the Sabbatical Leave of Absence Policy may be obtained from your respective college's Office of the Vice President, Academic Services or the [Human Resources Website](#).

Each individual submitting a Letter of Intent will be sent a packet containing an Application for Sabbatical Leave of Absence form and information. Carefully read Article 12-1 (Paid and Unpaid Sabbatical Leaves of Absence).

If you are planning to augment your sabbatical salary with your banked Workload, please be aware that when you submit your Application for Sabbatical Leave of Absence that you will also need to attach the Workload Banking: Augment Sabbatical Salary Form. (Article 12-1A.4g.) [Appendix B]

For help with questions about Sabbatical Leave of Absence and the application process, contact any member of the Sabbatical Leave Committee.

Completed Sabbatical Leave of Absence application forms must be received by your college's Office of Academic Services on or before [Day], September 15, [Year]*.

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.

(Signature)

(Date)

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX B

APPLICATION PACKET



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

I. Application

Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association [Article 12-1A.7]

General Information *(please print or type)*

Date of Application: _____

A. Applicant's Name: _____
(last) (first) (middle)

Location: Chabot Las Positas

Division: _____

Discipline: _____

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)

Semester: _____ Academic Year: _____

Semester: _____ Academic Year: _____

D. If you are planning to augment your sabbatical salary with workload banked load, please attach the [Workload Banking: Augment Sabbatical Salary form](#) to this application. **NOTE:** Article 12-2A.4 states Workload Banked Leave of Absence shall not be granted during the Summer Session nor during the Semester immediately before or after a Sabbatical Leave of Absence.

Applicant's Signature: _____

Received and Reviewed by: _____
Administrator's Signature

Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: _____

W / SSN: _____

Date application received: _____

A. Seniority Number _____
(Article 12-1A.3b.)

B. Priority Ranking assigned number: _____ in a group of _____

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: _____

E. Vice President, Academic Services verification of banked workload: _____

(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name
of Vice President that prepared: _____

Date:
Completed: _____

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

II. Purpose of Leave

Sabbatical Leaves of Absence may be granted for purposes of study or travel of a kind and in an amount that will so improve and update capabilities that during future employment the unit member will be of increased value to the District and to the students of the District.

Article 12-1A.1 Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

In a general statement, explain how your proposal is related to the above statement.

(Please type)

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two (2) Spring Semesters or two (2) Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

Article 12-1A.3f. Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The President should consult with the appropriate Vice President and Dean prior to making a decision.

If you are applying for a split Sabbatical Leave of Absence as described above, please include a statement of rational for the split.

(Please type)

III. Specific Objectives and Methods for Achieving These Objectives

(Please see examples on the following pages)

On your application (Please type)

1. Clearly state each specific objective of your Sabbatical Leave of Absence AND include a percentage of the whole to be completed for each objective of the proposed work. Make sure all objectives add to one hundred percent (100%).
2. Following each objective, outline as accurately and completely as possible your specific plan for achieving the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

3. Indicate what documentation you will submit to demonstrate to the Sabbatical Leave Committee that this objective has been met.

Be sure to follow these three steps for each of your specific objectives.

Please note:

Applicants are advised that the Sabbatical Leave of Absence Report [Appendix D], submitted upon return from the Leave, is evaluated on the basis of the information provided in this application.

Any modification of the period of the Sabbatical Leave of Absence, specific objectives and their respective percentages as related to the proposed work, the plan for achieving any objectives, and/or the documentation to be submitted to demonstrate that an objective has been met, must receive prior approval from the Chancellor of the District, if such modification requests are made after the recommended Sabbatical Leave of Absence applications are submitted to the Governing Board of the District. Requests for modification should be submitted, in writing, to the respective college Office of the Vice President, Academic Services for processing.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

The purpose of my Sabbatical Leave of Absence would be to:

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation.

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

Documentation: I will provide an official transcript of completed courses.

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

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CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways *[subject]* is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated *[subject]* practices which I hope to incorporate into the courses I teach.

[if applicable] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation.

Objective 1: I will visit at least *[how many?]* *[institutions, businesses, colleges, etc.]* throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each *[professor, researcher, business person, etc.]* I visit to discover differences in their *[teaching management, research]* styles. I will also tour each facility and interview at least one and possible more of the people involved in *[subject]*.

I have made tentative arrangements to visit:

- a. *[institution]* - Detroit, Michigan
- b. *[institution]* - Livona, Michigan
- c. *[institution]* - Yonkers, New York
- d. *[institution]* - Pampano, Florida
- e. *[institution]* - State of Virginia
- f. *[institution]* - Annapolis, Maryland

I am in the process of requesting visits to *[how many?]* *[where]*.

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
 - c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
 - d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
 - e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.
4. RESEARCH/STUDY/CONFERENCES/NONCREDIT COURSE/OTHER CREATIVE WORK
- a. Names of the location(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
 - b. If applicable, assurances of cooperation or authorization to conduct the project/ activity/study received from appropriate individuals, institutions, companies, or agencies.
 - c. Manuscripts, publications, papers, paintings, drawings, photographic work, and/or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
 - d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.
 - e. If attending conferences and/or noncredit courses, plan to spend time approximately equal to undergraduate work: for one semester (if not combined with another activity), 17.5 hours (which is one undergraduate unit) x 12 units = 210 hours. Provide proof of the time spent (conference or course schedule, brochures, dates) along with related materials and a summary of what was learned/achieved.
 - f. Original creative written work: approximately 40,000 words for one semester.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. Because of potential adverse impact on programs, full-year Sabbatical Leaves of Absence that start in the spring semester, or that are split between two spring semesters or two fall semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

Article 12-1A.3f. Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4(g) of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President, Academic Services

FROM: _____ **W#** _____
(Please Print Name)

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

Per Article 12-1A.4(g) in the CBA, Faculty may apply CAH from their Workload Banking account to improve their Sabbatical Leave salary.

In order to be compensated at full salary for a full Academic Year Sabbatical Leave (continuous or split), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. If the faculty member has fewer than nine (9) CAH banked, they may apply 1-8 CAH to improve their salary in accordance with the table shown in Article 12-1A.4(g)(1).

In order to be compensated at full salary for a one (1) semester Sabbatical Leave, a Faculty member must apply three (3) CAH equivalent units of earned Banked Load to be compensated at full salary. (Note: for Library or Special Assignment faculty, the requirement is 1.5 CAH.)

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4(g).]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

1. One (1) semester Leave: _____ (Indicate semester/year)
2. One (1) continuous year Leave: _____ (Indicate academic year)
3. One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked and intend to use for this leave (do not include units in progress): _____

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave and intend to use for this leave:

Fall _____ Spring _____ Summer _____

Signature: _____ Date: ____ / ____ / ____

Approved Disapproved

Division Dean/Administrator Signature: _____ Date: ____ / ____ / ____

FOR OFFICE USE ONLY	
Verified By: _____	Date: ____ / ____ / ____
(Vice President, Academic Services)	

Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to HumanResources.	
cc: Division Dean Vice President, Academic Services Faculty Applicant	

Reference: Article [12-1A.4\(g\)](#)- Faculty Collective Bargaining Agreement



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX C
SABBATICAL LEAVE OF ABSENCE
PROGRESS REPORT



SABBATICAL LEAVE OF ABSENCE REPORT

Pursuant to the agreement between the Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association, the Sabbatical Leave Committee is required to evaluate all Sabbatical Leave Reports submitted after completion of a Sabbatical Leave of Absence. Such written reports must be filed in person with the Chair of the Sabbatical Leave Committee, c/o your college's Office of the Vice President of Academic Services, on the first day of return to active service.

In order to facilitate the evaluation process, you are asked to follow the prescribed format, as noted below:

- A. Fill out the attached *Sabbatical Leave of Absence Report Certification Form* [Article 12-1A.9], which will serve as the cover page for your report.
- B. The specific objectives, how the objectives and corresponding percentages of the whole work were completed, and the documentation demonstrating that an objective has been met should be the same as that approved in your application, including any modification requests.
Please attach a separate sheet for each objective and corresponding percentage and include the following information:
 - 1. Statement of the specific objective.
 - 2. After each objective statement, a complete description of how the objective and corresponding percentage were achieved.
 - 3. A list or brief description of the documentation demonstrating that the objective and corresponding percentage have been met. Documentation material should be attached, if practical. If this material is of such a nature that attachment is not practical, please deliver it separately or otherwise inform the Committee regarding its availability for examination.
- C. Deliver the report, including documentation material, to the Chair of the Sabbatical Leave Committee care of your college's Office of the Vice President of Academic Services, as described above in the first paragraph. For archival purposes, the Sabbatical Leave of Absence Report should be submitted with an electronic copy in PDF form.
- D. It is important that you refer back to your contract of agreement, which you have signed. (Article 12-1A.9)



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



SABBATICAL LEAVE OF ABSENCE REPORT CERTIFICATION FORM

(Please print in ink or type)

TO: Sabbatical Leave Committee

FROM: _____
(Last) (First) (Middle)

DIVISION: _____

SUBJECT AREA: _____

Period of Sabbatical Leave:

Semester: Fall Spring Academic Year: _____

Semester: Fall Spring Academic Year: _____

Certification:

I certify that I have completed the Sabbatical Leave of Absence Program and the objectives listed and described on my approved Sabbatical Leave of Absence Application, including any approved modification of the Leave Application.

(Signature)

(Date)

Please submit Certification and Sabbatical Leave Report to your college's Office of the Vice President, Academic Services.



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX D
SABBATICAL LEAVE OF ABSENCE REPORT



SABBATICAL LEAVE OF ABSENCE REPORT

Pursuant to the agreement between the Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association, the Sabbatical Leave Committee is required to evaluate all Sabbatical Leave Reports submitted after completion of a Sabbatical Leave of Absence. Such written reports must be filed in person with the Chair of the Sabbatical Leave Committee, c/o your college's Office of the Vice President of Academic Services, on the first day of return to active service.

In order to facilitate the evaluation process, you are asked to follow the prescribed format, as noted below:

- A. Fill out the attached *Sabbatical Leave of Absence Report Certification Form* [Article 12-1A.9], which will serve as the cover page for your report.
- B. The specific objectives, how the objectives and corresponding percentages of the whole work were completed, and the documentation demonstrating that an objective has been met should be the same as that approved in your application, including any modification requests.

Please attach a separate sheet for each objective and corresponding percentage and include the following information:

- 1. Statement of the specific objective.
 - 2. After each objective statement, a complete description of how the objective and corresponding percentage were achieved.
 - 3. A list or brief description of the documentation demonstrating that the objective and corresponding percentage have been met. Documentation material should be attached, if practical. If this material is of such a nature that attachment is not practical, please deliver it separately or otherwise inform the Committee regarding its availability for examination.
- C. Deliver the report, including documentation material, to the Chair of the Sabbatical Leave Committee care of your college's Office of the Vice President of Academic Services, as described above in the first paragraph.
 - D. It is important that you refer back to your contract of agreement, which you have signed. (Article 12-1A.9)



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



SABBATICAL LEAVE OF ABSENCE REPORT CERTIFICATION FORM

(Please print in ink or type)

TO: Sabbatical Leave Committee

FROM: _____
(Last) (First) (Middle)

DIVISION: _____

SUBJECT AREA: _____

Period of Sabbatical Leave:

Semester: Fall Spring Academic Year: _____

Semester: Fall Spring Academic Year: _____

Certification:

I certify that I have completed the Sabbatical Leave of Absence Program and the objectives listed and described on my approved Sabbatical Leave of Absence Application, including any approved modification of the Leave Application.

(Signature)

(Date)

Please submit Certification and Sabbatical Leave Report to your college's Office of the Vice President, Academic Services.



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX E

Paid and Unpaid Sabbatical Leaves of Absence Contracts of Agreements



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Paid Sabbatical Leave

CONTRACT OF AGREEMENT



This Agreement, made and entered into this ____ day of _____, 20__, by and between the Chabot-Las Positas Community College District acting by and through its Board of Trustees, hereinafter described as First Party, and _____, hereinafter described as Second Party:

WITNESSETH

WHEREAS, Second Party has rendered service to the Chabot-Las Positas Community College District in a position requiring certification qualifications for at six (6) full Academic Years as required by and defined in Section 87768 of the Education Code of the State of California; and

WHEREAS, First Party did, on the ____ day of _____, 20__, grant a Paid Sabbatical Leave of Absence to Second Party for the following period:

Fall and Spring, 20__ - 20__

Or

Fall, 20__

Or

Spring, 20__

In accordance with Sections 87768-87776, inclusive, of the Education Code of the State of California and Article 12-1 of the Faculty Association-District Collective Bargaining Agreement for the purposes set forth in the application of said Second Party for Sabbatical Leave of Absence.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. That the Second Party must provide his/her reachable off-campus email to his/her Sabbatical Committee Mentor before starting Sabbatical Leave of Absence, and must respond to his/her Sabbatical Committee Mentor within two (2) weeks of Mentor contact.
2. That the Second Party, in consideration of the granting of said Leave of Absence, following termination of said Leave of Absence, will return and render service in the employ of the Chabot-Las Positas Community College District and serve for a period equal to at least twice the period of the Leave of Absence, such service to commence with the _____ Semester of the 20__-20__ Academic Year.
3. That the Second Party will engage in activities during said Leave of Absence which will result in benefits to the college and students of the District as set forth in the approved application of said Second Party for Paid Sabbatical Leave of Absence. (See Article 12-1A.) The Party of the Second Part shall be held accountable to all relevant sections of the Faculty Association-District Contract and the Sabbatical Leave Committee shall have the power to enforce said provisions.
4. If the second party needs to make serious or unforeseen changes to the Sabbatical per Article 12-1A.9s., he/she must immediately inform the Sabbatical Leave Committee through the respective College Vice President, Academic Services. Approval by the Committee and Chancellor are required before making modification.
5. That said Second Party, no later than the first day of their return to active service in the District, as stated in numbered paragraph 1 above, will submit to the Sabbatical Leave Committee, a written report giving evidence that the program of study or travel or service as agreed upon has been carried out.

Page Two
Paid Sabbatical Agreement

If the Sabbatical Leave Committee concludes that there is *prima facie* evidence that the Sabbatical Leave of Absence standards have not been satisfied, the Committee shall notify the recipient in writing, through the respective college Vice President, Academic Services. (Article 12-1A.9d.2.a-d.)

6. That payment will be made to said Second Party by said First Party during the period of such Leave of Absence in an amount of \$_____ representing _____ percent (___%) of the scheduled salary which said Second Party would have received if no Leave of Absence had been taken. Said payment will be paid during the Leave of Absence in the same manner Second Party would have received regular contract salary payments if no Leave of Absence had been taken. The first party shall continue all group insurance benefits provided in Article 12-1A.5 of the Faculty Association-District Collective Bargaining Agreement.
7. That in consideration of the written agreement of Second Party herein contained to return to the service of the District and to render service for a period equal to at least twice the period of the Leave of Absence therein following the termination of said Leave of Absence as provided in numbered paragraph 1 of this agreement, the furnishing of a bond by said Second Party has been and is hereby waived by First Party.
8. That in the event said Second Party fails to render service for a period equal to at least twice the period of the Leave of Absence to the District following termination of said Sabbatical Leave of Absence, said Second Party shall be liable for an amount of the compensation paid during said Leave of Absence as set forth in Sections 87770-87771 of the California Education Code.
9. That in the event the Second Party fails to sign and return the contract for the Paid Sabbatical Leave of Absence within ten (10) calendar days after receipt thereof, s/he shall be deemed to have refused said leave and the offer of Paid Sabbatical Leave of Absence is automatically withdrawn.
10. Retirement Contributions, Benefits And Sick Leave While On Sabbatical Leave Of Absence (Article 12-1A.5).

a. Retirement

Time on Sabbatical Leave of Absence will count toward retirement, and retirement contributions will be paid for these periods. The District will pay its share of payback to the State Teachers' Retirement System (STRS) or the Public Employees' Retirement System (PERS) to enable the unit member to obtain the same retirement credit as would have been received if the unit member were not on Sabbatical Leave of Absence provided:

- (1) the unit member satisfies the conditions of the Sabbatical Leave of Absence; and
- (2) the unit member elects to pay his or her share of the retirement contribution.

b. Benefits

The District shall continue to pay all group medical, dental, vision, and life insurance benefits provided in Article 20 while the unit member is on a Sabbatical Leave of Absence.

c. Sick Leave

For any Academic Year that includes one or both semesters on Sabbatical Leave of Absence, the Sick Leave earned shall be a pro-rata accrual of the normal ten (10) day allotment, in a proportion equal to the percentage of the unit members' normal salary that is to be disbursed for the Academic Year. [For example, a unit member earning seventy-five percent (75%) of his/her normal annual salary will accrue seven and half (7.5) days for the Academic Year.] If the unit member elects to use Banked Load to bring his/her pay to one hundred (100%), then the Academic Year's Sick Leave accrual shall be the full ten (10) days.

d. Personal Leave

Regular Faculty on Sabbatical Leave of Absence shall receive a full day of Personal Leave regardless of the length of the Sabbatical Leave of Absence.

e. Effect On Pre-Retirement Reduction Of Annual Workload

See Article 19.A.2a. for the implications of Sabbatical Leave of Absence vis a vis qualifying for Pre-retirement Reduction of Annual Workload.

11. That the Second Party will provide a written Progress Report to his/her Sabbatical Committee Mentor on/or before October 31 and March 31.

Both dates apply for Faculty taking a year-long Sabbatical Leave. Only one date applies during the appropriate semester-long Sabbatical Leave.

12. It is understood that Workload Banked Leave of Absence shall not be granted during the semester immediately before or after a Sabbatical Leave of Absence. (See Article 12-2A.4)

13. It is understood that any work for Load while on Sabbatical Leave of Absence shall be approved on a case-by-case basis at the sole discretion of the District, and permitting a unit member to work for Load during a Sabbatical Leave of Absence shall not constitute a past practice creating an entitlement in any other member.

Unit members on Sabbatical Leave of Absence have no entitlement to be offered overload assignments before hiring Part-time Faculty. See Articles [10D.11b](#) and [18B.1e.\(2\)](#).

IN WITNESS WHEREOF the said First Party has hereunto caused its corporate name to be signed by the Secretary of its Board of Trustees, who is thereunto duly authorized, and the Second Party has executed this Agreement the day and year first above written:

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

By _____ Date _____
Secretary, Board of Trustees or designee
First Party

_____ Date _____
Second Party

NOTE: *If the second party requests salary augmentation based on the cashing out of banked load, then the salary can be higher. See Workload Banking Request Form, Article 12.2. This form must be submitted and approved per the instructions on the form in order to augment a sabbatical salary.*



This Agreement, made and entered into this ____ day of _____, 20____, by and between the Chabot-Las Positas Community College District acting by and through its Board of Trustees, hereinafter described as First Party, and _____, hereinafter described as Second Party:

WITNESSETH

WHEREAS, Second Party has rendered service to the Chabot-Las Positas Community College District in a position requiring certification qualifications for at least six (6) full Academic Years as required by and defined in Section 87769.5 of the Education Code of the State of California; and

WHEREAS, First Party did, on the ____ day of _____, 20____, grant an Unpaid Sabbatical Leave of Absence to Second Party for the following period:

Fall and Spring Semesters, 20____ - 20____

Or

Fall Semester, 20____

Or

Spring Semester, 20____,

In accordance with Sections 87768-87776, inclusive, of the Education Code of the State of California and Article 12-1B of the Faculty Association-District Collective Bargaining Agreement for the purposes set forth in the application of said Second Party for Sabbatical Leave of Absence.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. That the Second Party must provide his/her reachable off-campus email to his/her Sabbatical Committee Mentor before starting Sabbatical Leave of Absence, and must respond to his/her Sabbatical Committee Mentor within two (2) weeks of Mentor contact.
2. That the Second Party will engage in activities during said Leave of Absence which will result in benefits to the college and students of the District as set forth in the approved application of said Second Party for a Paid Sabbatical Leave of Absence. (See Articles 12-1A and 12-1B.) The party of the second part shall be held accountable to all relevant sections of the Faculty Association-District Contract and the Sabbatical Leave Committee shall have the power to enforce said provisions.
3. That said Second Party, the first day of their return to active service in the District, as stated in numbered Paragraph One (1) above, will submit to the Sabbatical Leave Committee, a written report giving evidence that the approved Unpaid Sabbatical has been carried out.
4. If the second party needs to make serious or unforeseen changes to the Sabbatical per Article 12-1A.9s., he/she must immediately inform the Sabbatical Leave Committee through the respective College Vice President of Academic Services. Approval by the Committee and Chancellor are required before making modification.
5. That in the event the Second Party fails to sign and return the contract for the Unpaid Sabbatical Leave of Absence within ten (10) calendar days after receipt thereof, s/he shall be deemed to have refused said Leave and the offer of Unpaid Sabbatical Leave of Absence is automatically withdrawn.
6. During the Term of the Leave of Absence, Second Party is not an employee of the District for the purposes of rendering service but is an employee on Leave of Absence from duty to the District.

Page Two
Unpaid Sabbatical Agreement

7. The provisions of Article 12-1B of the Chabot-Las Positas Faculty Association-District Collective Bargaining Agreement shall be observed:
- a. A Letter of Intent shall not be required for faculty pursuing an Unpaid Sabbatical Leave of Absence. The application for the Unpaid Sabbatical Leave of Absence shall be submitted at least one Academic Year prior to the Term the applicant wishes to be on Leave.
 - b. The Party of the Second Part shall not be eligible for the District-provided group insurance benefits listed in Article 12-1A.5 of the Faculty Association-District Collective Bargaining Agreement;
 - c. If the Sabbatical Leave Committee acts affirmatively on the Report referenced in numbered Paragraph Two (2) above, then the Second Party shall be eligible to advance one (1) Step on the Full-time Faculty Salary Schedule upon his/her return to work after completion of the Unpaid Sabbatical Leave of Absence; and
 - d. If the Sabbatical Leave Committee acts affirmatively on the Report referenced in numbered Paragraph Two (2) above, the District shall, if requested in writing by the Second Party, report said Unpaid Sabbatical Leave of Absence to the State Teacher’s Retirement System (STRS) or the Public Employees’ Retirement System (PERS) as an Unpaid Sabbatical Leave of Absence for the purpose of allowing the Second Party to purchase said Leave as STRS or PERS Service Credit. It is understood that the Second Party bears the full burden of purchasing this Term of unpaid Service Credit. It is further understood that STRS and PERS regulations control with respect to the granting of the respective Service Credit.
8. That the Second Party will provide a written Progress Report to his/her Sabbatical Committee Mentor on/or before October 31 and March 31.
- Both dates apply for Faculty taking a year-long Sabbatical Leave. Only one date applies during the appropriate semester-long Sabbatical Leave.
9. It is understood that Workload Banked Leave of Absence shall not be granted during the semester immediately before or after a Sabbatical Leave of Absence. (See Article 12-2A.4)
10. It is understood that any work for Load while on Sabbatical Leave of Absence shall be approved on a case-by-case basis at the sole discretion of the District, and permitting a unit member to work for Load during a Sabbatical Leave of Absence shall not constitute a past practice creating an entitlement in any other member.

Unit members on Sabbatical Leave of Absence have no entitlement to be offered overload assignments before hiring Part-time Faculty. See Articles [10D.11b](#) and [18B.1e.\(2\)](#).

IN WITNESS WHEREOF the said First Party has hereunto caused its corporate name to be signed by the Secretary of its Board of Trustees, who is thereunto duly authorized, and the Second Party has executed this Agreement the day and year first above written:

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

By _____ Date _____
Secretary, Board of Trustees or designee
First Party

_____ Date _____
Second Party



SABBATICAL LEAVE COMMITTEE HANDBOOK

APPENDIX F

Unpaid Leave of Absence (not Sabbatical) for Educational Purposes (Article 12-1C)



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



UNPAID LEAVE OF ABSENCE (Not Sabbaticals) FOR EDUCATIONAL PURPOSES (Article 12-1C)

Per [Article 21E.2](#), Unpaid Leaves of Absence (other than Sabbatical) granted to unit members for experiences which may be presumed to be of educational benefit to the students and the District, as determined by the Sabbatical Leave Committee, shall result in Service Credit on the Faculty Salary Schedule up to one (1) Academic Year. Application for this Leave must be made in advance to the Sabbatical Leave Committee. At the end of said Unpaid Leave of Absence, the unit member must submit a report to the Sabbatical Committee verifying that the objectives of the Leave of Absence were accomplished. The Sabbatical Leave Committee has the authority to determine if the Leave of Absence objectives were accomplished before the Step Advance shall occur.