

LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: SABBATICAL LEAVE

NUMBER: PRO 5-10

REFERENCE:

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I. DEFINITION AND CONDITIONS

- a. To state the procedure governing the administration of sabbatical leave. A sabbatical leave is an extended professional leave during which time an employee is relieved of regular job responsibilities to pursue professional development.

b. as for consideration.

- c. Unless otherwise changed by the Board, no more than one new sabbatical leave recipient shall be permitted leave for each semester. A Sabbatical leave shall not exceed the employee's contract period. No application for a period less than one semester (Fall, Spring or Summer) or for a period longer than all three of semesters will be considered.

- d. A qualified employee who is eligible for sabbatical leave is defined as: a regular full-time College- funded faculty or administrative employee who holds two years of satisfactory or higher performance review s and who has been employed as a full-time employee, by this College, for a minimum of five contract years prior to the deadline for applying for such sabbatical leave.

II. PROCESS

- a. A qualified employee may obtain an application form for Sabbatical Leave Application (Form PER 051) from the Human Resources web site. Completed and approved applications must be submitted to Human Resources a minimum of two semesters in advance of the start of the requested semester for sabbatical leave.
- b. A qualified eligible employee is required to have a conversation with one's supervisor about professional development and the purpose for requesting a sabbatical leave. Upon endorsement by the supervisor, the employee will complete the Sabbatical Leave form and submit such to the supervisor for his signature. The supervisor

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in writing within 10 days if the request for the sabbatical leave has been approved or denied. If the request is fully approved, then the last approving administrative employee will:

1. Notify the employee that the request was departmentally approved; and,
2. Forward the approved application to Human Resources who shall then forward it to the Sabbatical Leave Review and Recommendation Committee.

- c. The Sabbatical Leave Review and Recommendation Committee shall be appointed by the President no later than August of each year. The Committee shall be comprised of seven members: two current faculty chairs, two faculty members from different disciplines and three staff employees with one of these from MaP and two from administration. The Chair of the Sabbatical Leave R/R Committee shall be appointed by the President.

01-17-08 10:00 AM

