

AR 7346 Professional Improvement / Sabbatical Leave

References:

BP 7340
Previous BP 313

PROFESSIONAL IMPROVEMENT OR SABBATICAL LEAVE

It shall be the policy of Tillamook Bay Community College to grant a professional improvement or sabbatical leave to eligible administrators and faculty upon formal application only when such leave contributes to the goals of the College and enhances the professional competence of the individual. Professional Improvement or Sabbatical Leave is a privilege granted to an eligible administrator or faculty rather than a right which automatically accrues because of prior service. In unique situations, leave may be granted for a staff employee.

Professional Improvement or Sabbatical Leave may be authorized by the President, in consultation with the Board. Such leaves may be granted for one or two terms.

A. Eligibility

Administrators and Faculty must meet the following requirements to be eligible for professional leave:

- a. Must have completed five or more consecutive years of full-time employment with the College as an administrator or Faculty on regular employee status.
- b. Must complete one year of college employment upon return from professional leave before terminating employment or repay the compensation received while on leave.

B. Compensation

Professional Improvement or Sabbatical Leave may be granted for one or two terms, with compensation at 70% of scheduled annual salary.

Exceptions to this compensation schedule must be recommended by the College President in consultation with the Board of Education.

C. Application Procedures

Proposals for Professional Improvement or Sabbatical Leave will be submitted to the President by December 31. The applicant will be notified in writing regarding College President and Board of Education action by the following March 31. If an administrator or faculty needs to cancel a previously granted leave, presidential approval is required.

D. Report and/or Documentation Required

Upon return from their leave, the administrator or faculty shall, within three months of the completion of the professional leave, submit to their immediate supervisor a written report or other documentation as agreed upon. Copies of the report will be forwarded to the College President. A presentation will be made to the Board of Education within three months of completion of the professional leave.

E. Benefits

a. Health, dental, life and long-term disability insurance, tuition waivers, and PERS benefits, as applicable will continue during the period of the Professional Improvement or Sabbatical Leave.

b. Sick leave and vacation leave will not accrue during Professional Improvement or Sabbatical Leave.

The Leave Agreement and Approved Professional Improvement or Sabbatical Leave application will be placed in the employee's personnel file with copies to the President and the applicant.

LAST APPROVED: June 2, 2008, June 2, 2014, May 2, 2016, February 5, 2018, October 30, 2024