

CODE:	PSL - 701
SUBJECT:	Leaves of Absence
ADOPTED:	February 16, 1999
REVISED:	June 10, 2003

The Board of Trustees shall approve unpaid leaves of absences for reasons other than provided by law or board policy. Requests for leaves of absence must be submitted to the Board of Trustees six months prior to the beginning of the semester of requested leave and subject to selection of suitable replacement.

After seven years of employment at Independence Community College, full-time employees may be considered for up to one (1) year sabbatical leave for additional schooling or other educational improvement.

The Professional Employee is obliged to continue work at the College two years after returning from such leave.

Procedure

Leaves of Absence

All approved leave requests must be accompanied by a completed Absence from College Request/Report form.

Sabbatical

1. Following completion of seven years of employment, employees may apply for sabbatical leave. A sabbatical request shall be initiated with the immediate supervisor, sent to the President, and recommended to the Board of Trustees for approval. Faculty sabbatical leave should be requested and pursued per current Negotiated Agreement. Consideration of sabbatical leave is contingent upon the availability of adequate finances, and obtaining a suitable replacement for the period of such sabbatical.
2. If the application for sabbatical leave is denied, the applicant shall be notified in writing of the specific reason(s) for such action.
3. During sabbatical leave the employee is eligible to receive half salary for a full year of approved leave or full salary for a half year of leave (as determined by the year preceding such leave).
4. Once sabbatical leave is approved by the Board of Trustees, the agreement is irrevocable except in case of emergency.
5. Employees are expected to return to regular employment following sabbatical.