2426 – Sabbatical Leave

Faculty, full-time exempt employees, and/or administrative staff who have served full-time for six (6) or more consecutive years at Barton County Community College may be eligible for sabbatical leave. Consideration for sabbatical leave shall be given only if granting such leave is applicable to the individual's current position responsibilities/duties and/or will provide improved/enhanced student learning. Following established procedures and guidelines as set forth in the application packet, the President will consider the request and, if it is deemed appropriate and within the parameters set forth within the Sabbatical Leave procedures, will take action on the request. An employee granted a sabbatical leave for an academic year (fall and spring semesters) shall receive one-half (½) of the employee's regular salary for that period. A sabbatical leave granted for one semester (fall or spring) provides full salary for that period; i.e., (a) one academic year (two semesters) at one-half of full salary or (b) one semester at full salary. Employee benefits shall remain in force during the employee's approved Sabbatical leave time.

An employee who is granted sabbatical leave may not receive a salary, grant, or stipend from another source while on leave. Should additional remuneration be received, the College may reduce the normal sabbatical leave salary accordingly. Should the President have evidence that the employee on paid Sabbatical leave status is employed regularly by another school system or agency, Barton's salary payments to that individual may be discontinued.

In any given year, the College will not permit more than three (3) sabbatical leaves to be in force. Individuals granted sabbatical leaves with pay are required to return to full-time active service with the College for two (2) years. If he/she does not remain for the full two (2) years following his/her return from sabbatical leave, he/she will be required to refund, within three (3) months, all of the salary received from the College during the leave period. There will be no proration of the amount to be returned if an individual remains for any time less than two (2) years.

Eligible employees may contact the Office of Instruction and Student Services to obtain/submit an application packet.

Contact(s): Vice President of Instruction

Related Form(s): Application Packet

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 8/22/02

Revision(s): 7/16/04; 11/6/06; 8/28/07; 1/17/17 (minor revision); 5/25/17 (minor revision)