



# AMS SABBATICAL LEAVE APPLICATION

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DIVISION \_\_\_\_\_

SABBATICAL LEAVE FROM \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

Describe in 50 words or less the purpose of the project(s) or activities to be completed during the sabbatical leave.

**To be completed and signed before application is submitted to the Office of Staff Development:**

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**I. Human Resources** (This section is to be completed by the Office of Human Resources)

Initial date of full-time employment \_\_\_\_\_

Date of last sabbatical \_\_\_\_\_ No previous sabbatical \_\_\_\_\_

Eligibility points \_\_\_\_\_

This applicant is eligible to apply for a sabbatical leave.

This applicant is not eligible to apply for a sabbatical leave.

Director of Human Resources \_\_\_\_\_  
(Name) (Date)

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**II. Office of Staff Development**

The applicant's Individual Development Plan is current.

The applicant's Individual Development Plan is not current.

\_\_\_\_\_  
(Name) (Date)

**III. Immediate Supervisor** (program director, director, dean, as appropriate)

If this sabbatical is granted, the absence of this applicant can be accommodated.

\_\_\_\_\_  
(Name) (Date)

**IV. Division Office** Reviewed by:

\_\_\_\_\_  
(Name) (Date)

**ROUTING CHART FOR AMS SABBATICAL LEAVE APPLICATION**  
(to be completed by Sabbatical Committee chair after interviews)

**Name of Applicant:** \_\_\_\_\_

**Sabbatical leave period:** \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

**Sabbatical Committee** Recommended  
Not Recommended \_\_\_\_\_  
(Date)

**Sabbatical Committee Chair**  
\_\_\_\_\_  
(Printed Name) (Signature) (Date)

The following signatures will be obtained by the Office of Staff Development after recommendation of the proposal by the Sabbatical Committee.

**Division Dean**  
\_\_\_\_\_  
(Printed Name) (Signature) (Date)

**Vice President**  
\_\_\_\_\_  
(Printed Name) (Signature) (Date)

**President**  
\_\_\_\_\_  
(Printed Name) (Signature) (Date)

**Board of Trustees** Approved \_\_\_\_\_  
(Date)  
Not Approved

## AMS SABBATICAL LEAVE POLICY

Johnson County Community College has established a sabbatical leave program to grant its salaried staff a leave from college duties for the purpose of personal and professional growth and development. Here are a few highlights; the complete AMS Sabbatical Leave policy can be found at: <https://infohub.jccc.edu/wp-content/uploads/2022/03/Sabbatical-Leave.pdf>

- To be eligible for consideration of a sabbatical leave, an employee must have completed six (6) continuous years of full-time regular salaried employment without interruption on or before the commencement of the requested sabbatical leave.
- Sabbatical leaves are granted at the regular salary for one-half the contract work year of the staff member. A salaried employee on sabbatical leave shall not accrue vacation days nor be entitled to any additional time off for holidays occurring during the approved sabbatical leave time.
- JCCC supplemental contracts are not permitted during the sabbatical.
- A full written report on the sabbatical leave is to be submitted to the Staff Development Office within 90 days after the completion of the sabbatical leave. The report will be forwarded to the appropriate Supervisor, Vice President and the President. Other presentations concerning the leave may be requested.
- A staff member receiving a sabbatical leave is required to return to Johnson County Community College for a period of one (1) full calendar year following the end of the sabbatical leave. Failure to do so could mandate that the staff member reimburse the college for salary paid to the employee and fringe benefits paid to or on the employee's behalf.
- Failure to meet the terms and conditions imposed in the sabbatical leave will obligate the staff member to reimburse the college for salary and fringe benefits paid to him or her during the leave.

## AMS SABBATICAL CHECKLIST

Before turning in your application please review the following:

	Eligibility on Part I has been determined by Human Resources.
	Current IDP on file in the Staff Development (less than 3 years old). It should indicate your interest in a sabbatical and how one "fits" with your personal and professional plans. <b>Do not include a copy in your application packet.</b>
	50 word description of your project proposal, on the front page, is suitable for printing in the packet for the Board of Trustees.
	Parts III and IV include all required signatures.
	The written proposal is clear and precise, covers information listed in criteria, including a timeline and does not exceed 5 pages.
	Supporting materials are included – letters of recommendation: <ul style="list-style-type: none"> <li>• In-house support (your division, program, support from AV or Tech support as needed)</li> <li>• External support (letters from folks who want you to work with or for them, interest in your publication, etc.)</li> </ul>
	Only the original application is required. <b>DO NOT put into a cover of any kind.</b>
	Schedule your interview time by calling Ext. 7654

**Due date: October 4, 2024 by 5:00 p.m., GEB 262**

## **AMS SABBATICAL APPLICATION CRITERIA**

The sabbatical process requires careful planning. Be sure to leave sufficient time to complete the application and obtain the necessary approvals prior to the due date. It is expected that the applicant will propose a sabbatical project that will require a commitment of time and energy roughly equivalent to the time and energy required in the exercise of his or her normal job responsibilities.

The Sabbatical Committee reviews all written applications, and then conducts personal interviews with all applicants. The projects that the Sabbatical Committee recommends are forwarded to the President. The President then recommends the projects to the Board of Trustees. **Final granting of the sabbatical is by the Board of Trustees.**

The proposal must be no more than five (5) typed pages, excluding supporting documentation and must be original work written by the candidate. The quality of the proposal will be evaluated as submitted.

Proposals will be evaluated on the criteria listed below, all of which shall be given equal weight:

### **I. Appropriateness**

The sabbatical project should be well conceived and well organized to make suitable use of sabbatical leave. A detailed description of your proposed sabbatical project should include:

- The major objectives of the sabbatical leave.
- Specific activities to be completed, a timetable or schedule, and strategies to be used for completion.
- All supporting documentation (letters from employers or the institution, permission to use equipment, etc.).
- The plan to be used to evaluate the completion of this sabbatical project (including transcripts, letters of evaluation from employers, completed handbooks, etc.). This should be included in the final report.
- All letters of support required if college personnel, equipment, or services are needed to complete the project.
- Overview of how the sabbatical project will fit the constraints of the sabbatical. Can it be done within a sabbatical leave? Does the project merit the requested period? Are other funds needed/available to support the project?

### **II. Personal and Professional Development**

Describe in detail the personal and professional development to be gained from this sabbatical leave including:

- How the project challenges the applicant?
- How the project helps to make the applicant a better practitioner?
- How the project advances knowledge and skills?

### **III. Benefit to College**

Describe how the sabbatical project is anticipated to benefit the college; for example:

- How does the project serve the goals of the college?
- Will the project advance any of the college's missions?
- Will the project make the applicant better at his or her job?

**Before you submit your application, be sure you have addressed each part completely. Due date: October 4, 2024 by 5:00 p.m., GEB 262**

## **ADDITIONAL GUIDELINES FOR AMS SABBATICAL LEAVE APPLICATION (Fall 2022 for sabbaticals to be taken in AY 2024 – 2025)**

Because the number of sabbatical leaves approved is limited, it is important that each application be complete. The sabbatical application process requires careful planning. Be sure to leave sufficient time to research and write your proposal, and to obtain the necessary approvals, letters, and permissions prior to the due date. An orientation to the application process is held in the fall semester. If unable to attend, see the chair of the Sabbatical Committee.

Your project must be original, and you must write your own proposal yourself. As with any paper that is original work, whenever you quote, paraphrase, summarize, or otherwise refer to the work of another, you are required to cite its source.

Be sure to include all necessary supporting documents with your proposal and application. This documentation should help clarify your project for the committee members and document in a thorough manner that you will be able to complete the project as you've described it. Applicants are strongly encouraged to submit a letter of support from their supervisor, a colleague, and/or an expert in the field in which you will be working. If your project will result in benefit to your department or the school, letters attesting to this fact from JCCC colleagues are also appropriate. If your project takes you to any outside organization, business, school, library, etc., you should also include letters from those places indicating that you have permission to use their resources (or that you will be working with them, etc.). Supporting documentation should be kept to a manageable amount for the committee.

### **To apply, follow these steps:**

1. Attend the sabbatical orientation.
2. For access to these materials online, please visit the Staff Development web page and click on the Funding. Then complete your contact information, requested leave dates and purpose of the sabbatical on page 1. Your name and requested leave dates will automatically be entered on page 2. Print the application form (you may save an electronic copy for your records if you wish).
3. Determine your eligibility by having Section I of the application form completed by the **Human Resources**.
4. Obtain a signature from the Staff Development office for Section II to **confirm your current IDP is on file**, indicating your sabbatical and the professional and personal development to be gained from it.
5. Prepare your application according to the following criteria; limiting it to five [5] pages plus supporting materials and endorsements as necessary. If you have a sample or examples of what you are doing (i.e. annotated bibliography) include it or prepare a display of examples.
6. **Obtain the appropriate signatures for Parts III and IV on page 1 of the application.**
7. Submit your original application to the Staff Development no later than **5 p.m. on Friday, October 4, 2024. Do not put application in a cover.**
8. Make an appointment for your interview with the Sabbatical Committee **when you turn in your application or by calling Ext. 7654** The interview times and places will be available to you when your application is submitted.
9. Interview process
  - a. During the interview you will have approximately five (5) minutes to present your proposal.
  - b. If you choose to use presentation software, be sure to schedule any equipment you will need.
  - c. Computer set-up is your responsibility, not the committees' (note the committee discourages supporting material that detracts from your **5 minute** presentation. This would also include books, handouts, etc. that you would pass around).
  - d. The interview will take a maximum of 15 minutes. The committee members will ask you any questions they have about your proposal.
10. The selection process is as follows:
  - a. Following all interviews, the committee will rank the nominees for sabbatical leaves.
  - b. Applicants will be notified that they have been recommended or not, as appropriate.
  - c. The recommended list will be submitted to the President.
11. The President submits the sabbatical recommendations to the Board of Trustees.

**The Board considers the recommended sabbatical applications and makes a final decision.**

# Sabbatical Leave - 419.28

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## Johnson County Community College Series 400: Personnel Section 419: Employee Benefits and Leaves

### 1. Purpose

A sabbatical leave may be granted for any activity which, in the judgment of the board, will contribute to personal and professional growth. It will be the responsibility of the staff member to demonstrate clearly how a particular work, study, or travel plan will accomplish this objective. The proposal will be set forth in writing on such forms as the administration shall from time to time determine.

### 2. Definition of Terms

A "salaried staff member" or "salaried staff employee" means a full-time regular employee of the college who is paid on the basis of a nine- (9), ten- (10), or twelve- (12) month contract or is not paid on an hourly basis and is considered as an exempt Administrative Salaried (AMS) or Administrative Technical (AMT) employee under the provisions of the college's classification system.

"Six years of continuous full-time employment" as used in this Sabbatical Leave Policy means six (6) continuous years of full-time regular salaried employment by an eligible salaried employee, completed without interruption, except as hereinafter defined or otherwise specified in the contract. To be eligible for consideration of a sabbatical leave, an employee must have completed the six-(6) year period as defined herein on or before the commencement of the requested sabbatical leave. The employee shall be eligible to begin an approved sabbatical leave effective with the first fall or spring semester following completion of the six- (6) year period. An approved, uncompensated long-term leave (of more than one month) shall not be counted towards the six (6) years required for sabbatical leave eligibility.

For purposes of this Sabbatical Leave policy, the fall semester for a 12-month contractual employee shall be from July 1 through December 31, and the spring semester shall be from January 1 through June 30 of any given fiscal year. For 9-month and 10-month contractual employees, the fall and spring semesters shall be as defined by the academic calendar each year.

### 3. Eligibility

The board may grant sabbatical leave in its sole discretion to full-time regular salaried staff members.

During the sixth year of service, or any later year, a salaried staff member is entitled to apply for sabbatical leave in accordance with the sabbatical leave guidelines as established by the college.

Sabbatical leave is noncumulative; as an example thereof, a salaried staff member who has twelve (12) uninterrupted continuous full-time years of employment with the college will not be entitled to two (2) sabbatical leaves.

A person who has received a sabbatical leave shall not be eligible to begin another sabbatical leave until the first fall or spring semester after they have completed six (6) more years of continuous full-time service as a salaried employee following return from leave.

### 4. Conditions

A sabbatical leave may be requested for either the fall or spring semester. A plan for the period of the leave shall accompany the request for leave which shall be in writing and directed to the president for his/her consideration and that of the board. Subject to the last paragraph of this subsection 4, sabbatical leaves are granted at the

regular salary for one-half the contract work year of the staff member. The sabbatical leave, if granted, shall be taken as a continuous leave and shall not be granted or taken on an intermittent leave basis. Any college-supported travel time to be taken during the sabbatical leave must be approved as part of the sabbatical application. A salaried employee on sabbatical leave shall not accrue vacation days nor be entitled to any additional time off for holidays occurring during the approved sabbatical leave time. Regular salary is defined as the salary being paid at the time the leave begins or salary that would have been received if the staff member were assigned regular duties at that time.

All Flex Plan benefits and disability insurance shall continue during the sabbatical leave on the basis of the regular base salary to the extent permitted by the applicable insurance carrier and as provided by the college for members of the staff; however, other benefits and all provisions of these policies relating to any other leave shall not apply.

Failure to meet the terms and conditions imposed in the sabbatical leave will obligate the person to reimburse the college for salary and fringe benefits paid to or on behalf of the employee during the leave. Such reimbursement shall be made within thirty (30) days from notice of the president for repayment.

A staff member receiving a sabbatical leave is required to return to Johnson County Community College for a period of one (1) full calendar year following the end of the sabbatical leave. Failure to do so could mandate that the staff member reimburse the college for salary paid to the employee and fringe benefits paid to or on the employee's behalf.

A full written report by the employee on sabbatical leave regarding the use of the sabbatical leave is to be presented to the designated branch administrator for approval and to the president for their approval. The date of said report is to be as fixed and determined by the sabbatical leave conditions as they are individually set with each member.

The staff member will take the leave the year it is granted. The college may, at its discretion, however, offer to grant the requested sabbatical at a time more convenient to the college.

In those cases where a staff member applies for and receives a sabbatical leave and is employed for work with an outside employer approved by the college, the payment from college funds (even though entitled to sabbatical leave conditions of regular salary) shall be no more than the difference between the staff member's college salary and the salary received during the outside employment, provided; however, in the event the employee shall receive payment compensation from the outside employer in an amount the same as or more than their college contract, no salary will be paid by the college. A staff member on sabbatical leave shall not be eligible for any supplemental contract assignment at the college during the time of the sabbatical leave.

## **5. Number of Staff on Sabbatical Leave**

The number of salaried staff released each year for sabbatical leave will be annually determined by the president as approved by the board, not to exceed three (3) sabbatical leaves each fiscal year.

*Date of Adoption:*

*Revised: 1/6/94, 1/25/96, 6/12/96, 7/9/02*