

**POLICY: 6Hx28:3D-12**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64 (18), F.S.  
Law Implemented: 1001.64 (18), F.S.

Effective Date: 10-19-2010

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## **Sabbatical Leave**

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### **Policy Statement:**

- I. Sabbatical leaves are authorized for the primary purpose of offering renewal and learning opportunities for eligible faculty, administrators, and professional staff employees such that the quality of the individual's future contributions to Valencia College is enhanced. A sabbatical leave should provide the individual a significant opportunity for new, or renewed, achievement and growth through activities such as study, research, writing, creative work, and travel so that the individual's teaching and/or professional effectiveness may be enhanced. Sabbatical leaves granted in accordance with this policy and its implementing procedures are given to members of the faculty and staff not as a reward for past service, but rather for the purpose of enabling them to acquire additional knowledge and competency in their respective fields, acquire renewed energy and focus, and/or to complete projects that support the mission of the College.
  
- II. Sabbatical leaves are not to be understood as deferred compensation or automatically approved. Sabbatical leave may be granted, upon application and approval based on established criteria, for study, research, creative work, field observations, or other pursuits of value to the individual and the College, so that they may return to their posts with renewed vigor, perspective, and insight. Opportunities for additional training, for improving skills and for maintaining currency in the field are understood to be included as a purpose of sabbatical leave. General criteria for award will include exceptional service to the College, seniority, whether the sabbatical proposal provides for individual renewal or experience which will enhance the individual's ability to contribute to the College, and the ability of the affected College department or division to reallocate work during the proposed sabbatical. The President or designee shall establish procedures to implement this policy.

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**Procedure:****I. Eligibility**

Full-time tenured faculty, administrators, and Professional Staff employees with at least seven years of continuous qualifying Valencia service and not in the Deferred Retirement Option Program (DROP) are eligible to apply for a sabbatical leave. For the purpose of determining eligibility for sabbatical leave, seven years of continuous Valencia service does not include time served on temporary contracts. Eligible employees may apply for a sabbatical leave upon completion of six years of service but must complete seven years of continuous service before a sabbatical leave can commence. For purposes of determining whether an employee has seven years of continuous service, any properly reported, approved, and documented leave taken in accordance with Valencia's policies and procedures shall not be considered an interruption of service, unless provided otherwise in the document approving the leave. Leave of absence without pay shall not be counted as service to Valencia for purposes of sabbatical leave. An employee who has received a sabbatical leave must complete seven additional years of qualifying service following the successful completion of the prior sabbatical leave before being eligible to be granted another sabbatical leave.

**II. Applications**

- A. Each applicant must initiate the sabbatical leave application process with his/her dean or immediate supervisor. Each applicant and respective supervisor will follow the prescribed timetable as outlined below. In addition to the general criteria for award (including exceptional service to the College, seniority, whether the sabbatical proposal provides for individual renewal, learning, and/or experience which will enhance the individual's ability to contribute to the College, and the ability of the affected College department or division to reallocate work during the proposed sabbatical), the granting of a sabbatical leave should not create undue hardship or disruption for students or coworkers, and it should not unduly limit College functions, including without limitation course offerings, student services, and College operations. Written endorsement by the respective dean and campus president for faculty, or supervisor and senior administrator for non-faculty, affirms that the general criteria for award and these additional criteria are being met. If a proposal includes a request for College funds for a temporary employee (replacement), or for activities such as travel, purchases of equipment or materials, or other related expenses, a budget must be attached to the application and separately approved by the President or designee.
- B. Sabbatical leave applications will be available on the College website. A candidate must submit completed application materials to his/her immediate supervisor for signature and approval by October 24. If the immediate supervisor is not a senior administrator, then the proposal, if approved by the immediate supervisor, is forwarded to the senior administrator to whom he or she reports, for

consideration. The senior administrator endorsing an application will forward the application to the Office of the Director of Faculty Development by October 31 for a sabbatical leave to occur in the designated sabbatical year, which is usually two years subsequent to approval by the President. The Sabbatical Leave Committee will evaluate applications and make recommendations to the President by January 1. Those applicants granted sabbatical leaves, and their supervisors, will be notified by the President no later than January 10. The Committee will return applications to applicants whose applications for sabbatical leave have been denied with written reasons for denial and as deemed appropriate, any recommendations for improvement.

### III. Sabbatical Leave Committee

- A. Each year the President shall appoint a Sabbatical Leave Committee composed of thirteen persons – two faculty from each of the campuses, two administrators, two professional staff employees, and the Director of Faculty Development, and the CLO, who will serve as chair.
- B. The Faculty Association Board will be asked to nominate faculty representatives. The Professional Staff Leadership Team will be asked to nominate Professional Staff representatives. The President will appoint the administrator. Members shall serve one year terms that coincide with the academic year.

### IV. Sabbatical Leave Period and Compensation

- A. Eligible tenured faculty members may be granted sabbatical leave for one long term at full salary or for two consecutive long terms at one-half salary. Faculty will be eligible to teach in the summer when they are not on sabbatical leave. Eligible administrators or professional staff employees on twelve-month appointments may be granted leave for up to four (4) consecutive months at the regular salary rate or up to eight (8) consecutive months at one-half of the regular salary rate.
- B. The terms “full salary” and “half salary” and “regular salary” are understood to apply to the full-time, annualized contract salary rate, not including extra service or stipends, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period. During the actual sabbatical leave period, persons are not eligible to perform work at the College through extra service contracts, supplemental contracts, stipends, or over-load assignments.

### V. Grants and Employment

It is not intended that an individual should accept other full-time employment during the period of sabbatical leave, because an individual on sabbatical leave continues to be employed full-time in their current position by the College. An employee on sabbatical leave may accept a grant for study, research or travel from an institution of higher education or from a charitable, religious or educational corporation or foundation, from

any business enterprise, or from any state, federal or local government, but may not accept paid employment of any kind except as may be specifically approved by the President. An individual who receives compensation without the approval of the President, as required by this procedure, will be required to return all compensation received from Valencia during the sabbatical period.

VI. Group Insurance, Teacher Retirement, ORP, etc.

An employee on sabbatical leave is an employee for purposes of participating in the programs and of receiving the benefits made available by or through the College or state to employees. During the duration of the sabbatical leave, the College shall continue all payments and payroll deductions as required by law and as specified by the employee in accordance with the employee's contract of employment and College procedures.

VII. Number of Sabbaticals to be Granted

The President shall determine the number of sabbatical leaves to be awarded in any given year based on criteria including, without limitation, the number of applications received, the recommendations of the Sabbatical Leave Committee, and the resources available to support such activities.

VIII. Expectation of Future Service

Sabbatical leave is only awarded with the express provision that the recipient will be expected to continue in full-time service at the College for at least one (1) full year after completion of the sabbatical leave. As part of the application process, each applicant shall confirm his/her intent to remain in the employ of the College for at least one (1) academic year after the completion of the sabbatical. Failure to return to and remain in Valencia College employment for all or part of the one-year period (excluding properly reported, approved, and documented leave taken in accordance with Valencia's policies and procedures) will make the person liable to reimburse the College an amount of money equivalent to all, or part, of the sabbatical stipend ( the gross salary paid to the recipient during the term of the sabbatical leave) - calculated in proportion to the percentage of the year after the completion of the sabbatical the recipient was not an employee of Valencia.

IX. Additional Sabbatical Leave Requirements

A. Within four (4) months following completion of the sabbatical leave, recipients must submit to the Sabbatical Leave Committee, the dean or immediate supervisor and to the Human Resources Office a report summarizing the benefits and/or achievements resulting from the sabbatical leave. A record of each recipient's proposal and summary will be retained by Human Resources for consideration by future Sabbatical Leave Committees should the recipient apply again for a sabbatical.

B. The sabbatical leave recipient is relieved of all academic and administrative duties and responsibilities during the period of his/her leave. Recipients will not serve

on College committees, faculty senates/associations, or accept other similar assignments during the time of their sabbatical leave. Exceptions may be made at the discretion of the President.

- C. The College's policies on intellectual property rights and educational work products apply to all persons on sabbatical leave to the same degree as to other employees of the College. Any exception to these policies must be approved by the President prior to commencement of the sabbatical leave.
  - D. Applicants for sabbatical leaves may not serve as members of the Sabbatical Leave Committee.
  - E. Failure by sabbatical leave recipients to fulfill the purpose, conditions, and/or requirements set forth in Valencia's policy/procedures on sabbatical leave may result in disciplinary action and/or financial obligation for the repayment of all or part of the sabbatical stipend. Once a sabbatical leave has been approved, any substantive changes in the individual's sabbatical plans, including changes while the leave is underway, must be submitted in writing and approved by the individual's supervisor, the Sabbatical Leave Committee, and the President. The final decision on approval of modifications of proposed plans rests with the President. Copies of the notification of approval or disapproval will be distributed as in paragraph 6 below.
- X. Sabbatical Leave Committee Review Process
- A. The Office of Human Resources will determine the years of continuous Valencia service for each applicant.
  - B. All sabbatical leave applications and proposals will be reviewed by the Sabbatical Leave Committee to determine if the documents are complete and meet the sabbatical purpose and criteria.
  - C. At the discretion of the Sabbatical Leave Committee, some candidates may be interviewed.
  - D. All of the applications/proposals meeting the sabbatical leave policy's purpose and criteria to the satisfaction of the Committee will be ranked using the following criteria (in order of relative importance):
    1. The merit of the proposal; with respect to the principles and criteria stated in this policy and implementing procedures
    2. Exceptional service to the College
    3. The number of prior sabbatical leaves approved and taken by the applicant (lower number receives greater priority)
    4. Number of years of Valencia service of the applicant

- E. The Committee's recommendations with regard to all proposals will be submitted to the President. The recommendations should clearly state:
1. The reasons for the decision with reference to this policy/procedure, the established criteria, and the proposal as submitted
  2. An assessment of the effect of the individual's absence from the College
- F. The President will notify each applicant as to whether the sabbatical leave has been granted. The President will send copies of the notification to the dean or supervisor of the applicant, and to other offices as deemed appropriate.

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**Related Documents/Policies:**

None

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**Policy History:**

Adopted 6-22-04; Amended 10-19-10; Formerly 6Hx28:07-23

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**Procedure History:**

Adopted 6-22-04; Amended 10-19-10; Amended 11-10-10; Formerly 6Hx28:07-23