

▪ Forty S. Market Street ▪ San José, CA 95135

408-270-6406 ▪ 408-239-8825 (fax)

Staff Development/Educational Sabbatical Leave
Article 24 of the CSEA CBA Chapter 363

Name: _____

Department: _____ Location: _____

Staff Development Leave: _____
Date Begins Date Ends

DEADLINE: Submit to Human Resources by November 1 by 5:00pm

The Educational Sabbatical Leave will be provided for engagement in full-time (12 semester units or equivalent) study through participation in approved courses. Courses shall be taken at a fully accredited institution. Course work meeting the minimum qualifications of the applicant's present position shall not qualify for this leave.

Eligibility: To be eligible for this educational sabbatical leave, unit members must have at least 6 years of consecutive years of full-time service (1,733 hours per annum) in paid status. The District will request an interim report at the midpoint of each member's leave stating the progress of his/her obligation. Upon returning from completion of the educational sabbatical leave, the unit member must submit a written report to Human Resources by the end of the first six months after returning.

Minimum Qualifications of current position: _____

Sabbatical Plan: Please detail your educational plan below:

Accredited Institution attending: _____

Plan Description: _____

<u>Course Title</u>	<u>Course Description</u>	<u>Units</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach copies of course descriptions with this application

Manager comments: _____

Signature Date

Received by: (Please Sign) **DATE**
Manager: _____
Human Resources: _____
Chancellor: _____

Board Approved: _____

Classified Employee Obligation

SERVICE OBLIGATION

Recipients of one (1) semester Educational Sabbatical Leaves shall contract to serve the District for two years after completion of the leave. The grantee shall indemnify the District against loss in event of failure to render two years service after return from Educational Sabbatical Leave by furnishing suitable bond, or by executing a contract in a form approved by the Governing Board binding the unit member to return for at least two years. Such service obligation on the part of the recipient does not bind the District to retain the recipient for the two year period. The District may terminate the unit member for cause or layoff due to lack of work or lack of funds, in which case no repayment of salary shall be required.

INTERIM REPORT

The District shall require an interim report at the midpoint of each member's leave stating the progress in fulfilling his/her obligation. Any changes in the leave must be submitted to Human Resources for approval prior to implementation. Failure to submit the report to Human Resources may result in loss of the leave and cessation of salary payment.

WRITTEN REPORT UPON COMPLETION

Unit members returning from Educational Sabbatical Leave shall be required to submit a written report to Human Resources by the end of the first six months after returning. The written report shall describe the activities undertaken while on leave; how these activities fully satisfy the terms, conditions, and agreed upon activities of the leave; and the benefit to the District of the leave.

Human Resources shall review the written report and shall forward a recommendation to the Chancellor on the acceptance or rejection of the report and whether the terms and conditions of the leave were fully met.

If Human Resources rejects the report; they shall set forth the reasons, in writing, together with specific recommendations for satisfactory completion of the Educational Sabbatical Leave obligation. If the unit member's report is rejected, he/she shall, no later than thirty (30) days, submit a revised report to Human Resources. Human Resources shall review the revised report and shall communicate their acceptance or rejection to the unit member and forward its recommendation to the Chancellor.

GRADES

Successful completion of an academic activity during an Educational Sabbatical Leave shall be demonstrated by a "C" grade or better. A unit member who does not achieve a "C" grade or better may repeat the course or courses within the next academic year at no cost to the District or further released time to achieve a "C" grade or better GPA.

Mid Term Report Due: _____

Completion Report Due: _____

signature

date