**Application for Academic Sabbatical Leave**

Applicant Name:      Employee ID Number:

# Position Title:       Discipline:       College:

This application for Sabbatical Leave is submitted for consideration by the College Sabbatical Leave Committee. The leave is requested for the following time period subject to the conditions stipulated on the reverse side of this form and the terms of Section 8 of the VCCCD/AFT Agreement:

Academic Year:        Fall Semester  Spring Semester

(Check one if sabbatical is for one semester only)

Date of first contract employment with the District\*:

Date and type of last leave of absence from the District\*      *\*Include time when the Ventura Union High School District operated VC*

Applicant Signature: Date:

Reviewed and recommended by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Campus Sabbatical Leave Committee Date

For Human Resources Use Only

At a meeting of the Governing Board, Ventura County Community College District, held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the leave of absence requested above was authorized. Salary to be paid for the leave of absence period will be:

FULL PAY \_\_\_\_\_ 2/3rds PAY \_\_\_\_\_ UNPAID \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chancellor

For the Governing Board

THIS APPLICATION ALONG WITH A DETAILED STATEMENT OF THE PROPOSED SABBATICAL LEAVE PROJECT MUST BE SUBMITTED TO THE COLLEGE SABBATICAL LEAVE COMMITTEE BY NOVEMBER 1 FOR CONSIDERATION.

### GENERAL CONDITIONS

1. Leave applications shall be submitted and processed as set forth in Article 8 of the Agreement between the VCCCD and AFT, Local 1828.
2. A leave of absence may be revoked by action of the Governing Board if and when it shall appear to the satisfaction of the Board that the employee on leave is engaged in activities for which an initial application would not have been approved.
3. All applications for leave of absence must be on file in the President’s Office at least ninety days prior to the effective date of the leave, except in exceptional circumstances.
4. The Governing Board shall not be held liable for the payment of any compensation or damages arising from the death or injury of any employee while on leave of absence.

In making this application I understand that should I fail to report for service upon the expiration of the leave and such extensions of leave as may be authorized, I shall be deemed to have abandoned my position and all rights to employment by the Ventura County Community College District. In such event, this may be considered as my resignation, which may be accepted by the Governing Board at any time after two weeks following such failure to report for service. Such abandonment and resignation shall not be effective if I am able to demonstrate to the Governing Board that for reasons outside my control I was unable to report for service upon the appointed date and was likewise unable to communicate said inability to report for service.

In the case of sabbatical leave, I understand and accept the requirement “to return to the District for a period of service equal to twice the period of the leave.” In consideration of this written agreement and pursuant to prior action of the Governing Board, I understand and accept the stipulation that the sabbatical leave bond will be waived. In addition, as defined under Article 8.6 C., “Purposes of Sabbatical Leave,” (4) “Work or research in industry, business, or government,” I understand that total compensation received shall not exceed the amount that would have been received had I remained in active service in the District, and if necessary, compensation paid by the District shall be reduced by the appropriate amount so that the total stipend shall not exceed my salary.

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Date Applicant Signature