

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
REQUEST FOR SABBATICAL LEAVE – FULL TIME FACULTY (CERTIFICATED)**

Print Name:	Date:
Staff ID:	College:

Sabbatical Leave, a leave of absence not to exceed one academic year, is part of the total professional growth program and should consist of study and/or research or return to industry or business for the purpose of improvement of the individual's contribution to the District.

**CTA Agreement: Article XIII.Q. (Sabbatical Leave; Pages 69-73):**

[https://www.rccd.edu/admin/hrer/Documents/agreements/Faculty\\_Association\\_Agreement.pdf](https://www.rccd.edu/admin/hrer/Documents/agreements/Faculty_Association_Agreement.pdf)

Complete the Sabbatical Leave Request Form and your Sabbatical Leave Proposal and submit them along with the Sign Off page (signed by your Department Chair, College Vice President of Academic Affairs, and the College President) to Human Resources and Employee Relations: Graciela.Caringella@rccd.edu by **March 15<sup>th</sup>** for the following academic year or fall semester only; or by **May 15<sup>th</sup>** for the following spring semester only. These dates may be waived by the District where timely application is prevented by the procedures of other institutions or governmental agencies.

*\* A “Certificate of Health” signed by physician must accompany your Sabbatical Leave application (Article XIII, Q.3.d)*

**\*\* Sabbatical Leave Bond** – Human Resources and Employee Relations will issue notices of approval and bond information to sabbatical leave applicants. Bond documents must be submitted to the Human Resources and Employee Relations by **August 1<sup>st</sup> for fall semester only and the following academic year, and no later than January 30<sup>th</sup> for spring semester only.** (Article XIII, Q.4.f)

Prior to the beginning of your leave, it will be necessary that you provide a suitable bond indemnifying the District against loss in the event that you fail to render a period of service in the District, which is equal to twice the period of the leave, immediately following your leave.

No later than sixty (60) calendar days before the beginning date of the sabbatical leave, the employee will provide Human Resources and Employee Relations with a bond (including receipt for the cost of the bond, for which the District will pay 50%) guaranteeing that they will return to the District to render a period of service which is equal to twice the period of the leave. Human Resources and Employee Relations will forward the receipt for bond to the Vice Chancellor of Business and Financial Services.

**Required Forms**

- Sabbatical Leave Request Form
- Sabbatical Leave Request Sign Off Page
- Sabbatical Leave Proposal
- Certificate of Health \*
- Sabbatical Leave Bond \*\*

**Bond Contact Information**

**Alliant Insurance Services, Inc. – Public Entity Division**  
**Pamela L. Dominguez – Vice-President**  
**Office 602.707.1900 / Direct 602.707.1891**  
**CA License No. 0C36861 [www.alliant.com](http://www.alliant.com)**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
REQUEST FOR SABBATICAL LEAVE – FULL TIME FACULTY (CERTIFICATED)**

Print Name:	Date:
Staff ID:	College:
Position Title:	Department/Discipline:
Date of Hire:	Email:

**SABBATICAL LEAVE REQUEST FORM**

**ELIGIBILITY:**

Employee must have a status as a regular faculty member. Employee must have rendered service to the District in a position or positions requiring certification qualifications for at least seven (7) consecutive years immediately preceding the beginning of the leave. Upon the completion of a sabbatical leave, at least six (6) years of additional service shall precede a subsequent sabbatical leave. Absence from service on a sabbatical leave granted by the Board of Trustees shall not be counted as a break in service. Upon the completion of a one (1) semester leave at least five (5) years of additional service shall precede a subsequent sabbatical leave.

**DATES AND DURATION OF SABBATICAL LEAVE REQUESTED:** (Review Article XIII, Section Q, pages 69-73, of the Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA for details.)

\_\_\_\_\_ FULL YEAR'S LEAVE (70% Regular Sabbatical Leave) for \_\_\_\_\_  
*(Academic year)*

*(Academic Employees on such leaves may be granted leave for the academic year at full faculty salary, provided they perform 30% of their duties during the year, Article XIII, Q.4.b;Pg.71)*

\_\_\_\_\_ FULL YEAR'S LEAVE (100% Regular Sabbatical Leave) for \_\_\_\_\_  
*(Academic year)*

*(If it is determined that it is in the best interest of the District and at the sole discretion of the Board, a sabbatical leave at 100% pay may be granted for reasons to include, but not limited to, pursuing study for terminal degree or to train in a field other than the one of hire so the individual can continue service to the district. Article XIII, Q.4.b; Pg.71)*

\_\_\_\_\_ SEMESTER LEAVE (100% Semester Sabbatical Leave) for \_\_\_\_\_  
*(Academic year)*

\_\_\_\_\_ RETURN TO INDUSTRY LEAVE for \_\_\_\_\_  
*(Academic year/Semester)*

**ABSTRACT OF PURPOSE OF SABBATICAL LEAVE:** (Attach on separate page)

Complete this Sabbatical Leave Request Form along with your Sabbatical Leave Proposal (see attached Sabbatical Leave Request Guidelines) and submit the packet to your Department Chair, your College Vice President of Academic Affairs, and your College President for signature. The signed packet must be submitted to the Human Resources and Employee Relations by **March 15<sup>th</sup>** for the following academic year or for the following fall semester only; or by **May 15<sup>th</sup>** for the following spring semester only. These dates may be waived by the District where timely application is prevented by the procedures of other institutions or governmental agencies. Be aware that a "Certificate of Health", signed by physician, must accompany this application (Article XIII, Q.3.d) and a Sabbatical Leave Bond will be required following Board approval.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SABBATICAL LEAVE REQUEST SIGN OFF**

**This form must accompany the Sabbatical Leave Proposal**

Faculty Member's Name \_\_\_\_\_

Department/Discipline/College \_\_\_\_\_

Date of submission to Professional Growth and Sabbatical Leave Committee \_\_\_\_\_

**DEPARTMENT CHAIR** *(This signature must be obtained prior to submission to Office of the Vice President)*

Concur: \_\_\_\_\_ Signature \_\_\_\_\_

Do Not Concur: \_\_\_\_\_ Date: \_\_\_\_\_

**COLLEGE VICE PRESIDENT, ACADEMIC AFFAIRS**

Concur: \_\_\_\_\_ Signature \_\_\_\_\_

Do Not Concur: \_\_\_\_\_ Date: \_\_\_\_\_

**COLLEGE PRESIDENT**

Concur: \_\_\_\_\_ Signature \_\_\_\_\_

Do Not Concur: \_\_\_\_\_ Date: \_\_\_\_\_

**PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE:**

Concur: \_\_\_\_\_ Signature \_\_\_\_\_

Do Not Concur: \_\_\_\_\_ Date: \_\_\_\_\_

**CHANCELLOR**

Review: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

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**SABBATICAL LEAVE PROPOSAL GUIDELINES**

For specific information on sabbatical leaves, review the section in the Agreement between Riverside Community College District and Riverside Community College District Faculty Association, CCA/CTA/NEA, Article XIII; Section Q; Pages 69-73. To be considered complete, the Sabbatical Leave Request Forms must be included with your proposal.

The following is intended to provide general guidelines. The format and length of the proposal is the prerogative of the individual and may be tailored to the purpose, content, and scope of the proposal.

**OVERVIEW OF PURPOSE AND CONTENT**

Provide a paragraph that serves as an introductory overview of the proposed purpose and content of your proposal.

**A. GOALS OF THE SABBATICAL LEAVE**

List two or more specific goals you intend to accomplish which are inherent to the purpose and outcomes of your proposal.

**B. ACTIVITIES TO MEET THE GOALS**

Select from the activities listed or develop different activities which should be enumerated. If course work, be specific and include the name of the institution, course title, short description, number of semester/quarter units, graduate / undergraduate level, enrollment and completion dates, etc. Brief descriptions of the course work, independent study, or other activities and the manner in which they support goals and outcomes add detail and clarity to the proposal. If appropriate, provide alternatives in the event a course may not be available.

If other activities will be done, sufficient detail should be provided to indicate the nature and scope of the activity and an approximation of the amount of work/time to complete the proposal that substantiates the request for either a one or two-semester requested leave.

1. Course Work – include courses title, short description (by semester)
2. Professional Publications (see Administrative Procedure 6160a for definition)
3. Independent Study or Research (by semester) Pertinent Activities such as interviews, conferences, workshops, creative endeavors, curriculum materials development, other, etc. (by semester)
4. Return to Industry (see Administrative Procedure 6160a for definition)

Please also note that if professional growth for the purpose of reclassification will be requested for work completed, then the appropriate forms should also be filed with the Professional Growth and Sabbatical Leave (PG&SL) Committee.

**OUTCOMES OF THE SABBATICAL LEAVE**

Develop as many appropriate outcomes as needed, paying special attention to the benefits to your professional development, to students, to your discipline and department, to your college, and the district. Again, please be as specific as possible.