

CCS Administrative Procedure

2.40.01 – D Education Leave for Exempt, Administrator and Non-Represented Classified

Implementing Board Policy [2.40.01](#)

Contact: Human Resources

1.0 Leave Administration Objective and Responsibilities (summary of Board of Trustees Policy 2.40.01)

Community Colleges of Spokane will provide and administer a program for employee leaves of absence in a manner that will both serve the well-being of faculty and staff and the organization as a whole. Additionally, CCS is committed to the pursuit of excellence, the organizational ability to plan for and adapt successfully to continuous change, and to develop and promote programs and services that are acknowledged as exemplary. CCS supports a work environment where globally competent, highly qualified faculty and staff are purposefully recruited and retained at all levels, and where on-going professional development, including leave to pursue development, is an institutional priority

- 1.1 This procedure applies to all confidential- and professional-exempt, administrator and non-represented classified staff.
- 1.2 The Chief Administration Officer is responsible for ensuring leave is administered in good faith and consistent with the rights and responsibilities provided by statute or this procedure and for providing information and training specific to these rights and responsibilities.
- 1.3 Managers are responsible for managing their staff's leaves and keeping both the employee and the Human Resources Office informed of changes in status, rights and need for information. Additionally, managers are responsible for ensuring that no employee returns to work without the appropriate medical release.
- 1.4 Employees are responsible for reporting leaves and providing the notice and information necessary for CCS to effectively administrate this procedure and direct its workforce.
- 1.5 The integrity of the leave approval and reporting process is critical for accountability purposes. State regulations require that all employees be either at work or on approved leave during paid status. Accurate, timely and conscientious leave reporting by all employees is necessary to meet standards and criteria for reporting outcomes, costing programs, and safety and liability purposes.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures.

- 2.1 Leave of absence: a paid or unpaid approved absence from work for a specified period of time for medical, parental, or personal reasons.
- 2.2 Leave without pay: unpaid approved absence which affects seniority.
- 2.3 Vacation leave: an employee benefit, usage subject to advance supervisory approval, providing paid release from work for personal reasons. Vacation leave balances shall be allowed for reasons of family care emergencies or for an emergency health condition, subject to verification.
- 2.4 Educational leave: leave of absence, with or without pay, provided for the pursuit of professional development or training specific to the duties of the employee or the mission of the work unit, college or district.

3.0 Educational Leave for Exempt, Administrator and Non-represented Classified Staff

Administrator, exempt and non-represented classified employees having completed at least seven (7) or more years of full time employment with the district shall be eligible for educational leave.

- 3.1 Leave Committee: The leave committee shall consist of four (4) members with Spokane Community College, Spokane Falls Community College, Institute for Extended Learning and the District office each having one representative. The representative will be appointed by the executive for that area with a further condition that one representative be from instructional services and another representative be from student services.
- 3.2 The administrative and professional exempt leave committee shall make recommendations to the chief executive officer regarding the granting of, and compensation for, administrative sabbatical leave. In making such recommendations, the committee shall, as a minimum, consider the following factors:
 - 3.2.1 The applicant's plans and objectives for professional leave and the demonstrated resources and abilities to accomplish these objectives;
 - 3.2.2 Length of leave requested;
 - 3.2.3 Compensation from other salary, grants, or other sources during the leave;
 - 3.2.4 Projected expenses (e.g., moving, tuition, etc.)
- 3.3 Compensation for professional leave shall be eighty (80) percent of the administrative or professional exempt employee's annual salary reimbursement or eighty (80) percent of the average of the highest quartile of a rank order of salaries of all annually contracted administrative or professional exempt employees, whichever is less. In the event any compensation for sabbatical activities plus the sabbatical compensation exceeds one hundred per cent (100%) of the individual's annually contracted salary, the sabbatical compensation may be reduced by the amount of such excess.
 - 3.3.1 The total salary and benefits paid to leave participants plus the amount of salary and benefits paid to replacements of such participants shall not exceed one hundred fifty (150) percent of the total amount of money which would have been spent if the participants had not been on leave.
- 3.4 Limitations: The number of administrative and professional exempt employees on sabbatical leave during any one academic year shall not exceed four (4) percent of the full-time administrative and professional exempt employees for the year during which the approved sabbatical leaves shall occur.
- 3.5 Requests for Leave: Requests for administrative or professional exempt sabbatical leave shall be submitted no later than February 15 of any given year to the leave committee, with a copy also submitted by the applicant to the appropriate college president or the executive vice president of the Institute for Extended Learning. The committee shall evaluate all applications and make recommendations to the chief executive officer for the granting of sabbatical leave awards and the compensation for each award no later than March 1 of the year in which the application was submitted.
- 3.6 Awarding of Leave: After consideration of the recommendations of the district leave committee, the chief executive officer shall recommend sabbatical leaves and compensation to the Board of Trustees prior to the March meeting for Board action at the March meeting of the Board. Following Board action, the chief executive officer shall notify both successful and non-successful applicants no later than April 1 of the year in which the applications were submitted.
- 3.7 Contractual Agreements: Upon approval of administrative or professional exempt sabbatical leaves, a contractual agreement shall be executed between the district and the

employee specifying the length and conditions of the leave; including, but not limited to the following conditions:

- 3.7.1 No more than three consecutive quarters of sabbatical leave may be granted to eligible employees;
 - 3.7.2 Recipients of sabbatical leaves must agree to return to district employment upon completion of the leave for a period equal to the length of the leave granted. If the recipient, barring factors beyond the control of the recipient, does not return to district employment at the termination of the leave, the recipient shall agree to refund all wages, salaries, and benefits received during the period of the leave.
 - 3.7.3 Recipients of sabbatical leave shall submit a written report and/or evaluation concerning their professional leave activities to the chief executive officer. One copy of this material shall be forwarded to each college library for cataloging and circulation.
- 3.8 Return from Leave: Unless otherwise agreed to in writing, an employee returning from sabbatical leave will be allowed to return to assignment for which the employee is qualified by education and experience; however, by mutual agreement between the district and the employee, the employee may accept a different administrative or professional exempt position.
- 3.9 Benefits: An employee on sabbatical leave shall be considered an active district employee and shall earn full credit toward available medical and retirement benefits and any applicable salary increases.