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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: SABBATICAL LEAVE FOR EXEMPT EMPLOYEES

Code: CC1009

Policy Reference: C0506, Professional Leave for Nonrepresented Employees;
C0507, Summary of Nonrepresented Employee Benefits

Section 3, Article III, Sabbatical Leave, of the Local 212 AFT contract outlines certain requirements for sabbatical leaves. These requirements and benefits also apply to exempt employees. The details are included in this procedure.

Extensions of a sabbatical leave are due on **March 15 or October 15**.

Announcement of the request for sabbatical proposals is to be sent to all faculty by **September 1**. The application deadline is 5:00 p.m. on the date indicated in the announcement.

Faculty or exempt staff must give one and one-half (1-1/2) semesters' notice in writing to his/her immediate supervisor of his/her request for such a leave, stating the nature of the program of professional improvement.

Review of applications: **September 2 through October 31**
President's approval: **November**
District Board Confirmation: **December**

CRITERIA FOR SABBATICALS

1. Meet the specific needs of the district.
2. Direct benefit to students.
3. Improvement of instruction.
4. Improvement through education. Obtain a higher degree.
5. Improvement by working in job related to working assignment.
6. Number of sabbaticals/leaves received previously.
7. Number of years of service at the district.

The district reserves the right to modify the criteria each year; however, the criteria shall be established prior to the review of applications.

Approving Authority:

Dorsey L. Kendrick
Executive Vice President

Date: 8/15/94

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INITIAL SCREENING

The immediate supervisor, associate dean, or dean shall review the application and forward to the committee with comments. S/he may meet with the faculty or exempt staff member to discuss the application and make appropriate suggestions for the improvement of the application.

COMMITTEE

A committee to review the applications shall be established. The committee is to be chaired by the executive vice president:

The responsibility of the committee is to review all applications for accuracy, verification of experience, and rank all applications. The ranked applications are forwarded to the executive vice president for action.

PRESIDENTIAL ACTION

The president will review the applications with the executive vice-president. Upon review, action may include but is not limited to approval, disapproval, or returning the application(s) to the appropriate unit for further review.

DISTRICT BOARD ACTION

The district board will review and act on the recommendations of the president.

NOTIFICATION OF CANDIDATES

The executive vice-president shall notify all applicants of the status of their applications once the district board has taken action.

SABBATICAL LEAVE REPORTS

The report of the sabbatical leave is due in the dean's office 25 working days of the second semester upon return from teaching.

Office of Responsibility: Executive Vice President