

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: SABBATICAL LEAVE AND LEAVE OF ABSENCE POLICY,  
EXEMPT EMPLOYEES**

**Page 1 of 2**

**Operational Policy Number: 601**

**Date adopted: 1/5/68 Revised: 10/15/70, 3/20/79, 1/21/85, 1/17/95, 2/16/99**

The philosophy of this sabbatical leave and leave of absence policy is to allow members of exempt employees to seek leave from college duties for purposes of professional growth. The successful operation of this sabbatical leave plan depends upon the good will and cooperation of those who administer it, those who participate in it, and the availability of funds to implement it. Leave policies and procedures for Faculty are outlined in the collective bargaining agreement currently in force.

Leaves of absence without pay and sabbatical leaves with pay for educational and professional purposes may be granted for one quarter of leave for each six (6) quarters of full-time professional service to Grays Harbor College. The maximum leave is three (3) quarters (one academic year). Selection of staff members applying for less than a year's leave will depend, in part, on availability of replacement.

Pay during sabbatical leaves shall be at the rate of seventy-five percent of the regular contract pay. Compensation for leaves of less than an academic year shall not exceed a proportional amount of the annual rate, computed on a daily rate.

full-time exempt staff with at least three years of continuous service at Grays Harbor College are eligible to apply for sabbatical leave.

A sabbatical leave will be contingent upon a signed contractual agreement between the recipient and the Board providing that the recipient shall return to the institution for a period commensurate with the amount of leave granted or return the total remuneration for the leave.

Exempt employees returning to the college after sabbatical leave shall be given the same consideration for annual contracts of employment as would have been provided had they not been on leave. If the college opts not to renew a contract of employment before an exempt employee has met the commitment to return to the college for a period commensurate with the amount of leave granted, then the exempt employee will not be obligated to return any remuneration received while on leave.

The president shall choose among applicants for sabbatical leaves based on the following criteria:

1. Work or study concerned with programs that will directly benefit the college.
2. Work or study that will result in the professional improvement of the college staff.
3. Length of service to the college.
4. Funding available.
5. Plan of coverage for administrative duties during sabbatical.

All sabbatical leaves count as equivalent service for purpose of salary adjustment and for all other seniority purposes.

Applications for sabbatical leave shall be submitted to the President by February 15 of the academic year preceding the leave unless waived by the President.

Leave of absence without pay may be permitted by mutual consent of the applicant and the president. The person receiving such a leave must sign an agreement to return to Grays Harbor College for a period commensurate with the amount of leave granted.