



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Sabbatical Leave	DEC – III	4	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

PURPOSE

To provide enrichment and enhancement of an MCC employee's knowledge, skills, and abilities in their field of instruction or administrative work at MCC.

An annual Sabbatical Leave awarded to a professional employee or faculty member is normally authorized as outlined in Section IV, A of this procedure, and in accordance with all applicable laws, ordinances, and institutional operating policies. Each recipient selected by the Sabbatical Leave Committee is to be recommended by the MCC administration and approved by the Board of Trustees, subject to the availability of funds.

ADMINISTRATIVE GUIDELINES FOR SABBATICAL LEAVE PROCEDURE

- I. Eligibility for Application for Sabbatical Leave.
 - A. Any full-time faculty member and professional staff member who has served at MCC for at least three consecutive years may apply for a Sabbatical Leave.
 - B. The applicant must agree in writing to return to MCC for the academic year following the Sabbatical Leave. If, for whatever reason, the person is offered employment and does not return to employment at MCC they must refund the entire grant (including salary and fringe benefits) to MCC unless the President approves an appeal not to refund the grant.
- II. The following procedures shall be utilized in awarding the Sabbatical Leave:
 - A. The Sabbatical Leave Committee shall consist of five members to include four full-time faculty members and one professional staff member. Faculty members will

be elected by the full-time faculty during the spring semester each year for service the following academic year. The professional staff member shall be elected by the College's full-time professional staff. The Sabbatical Leave Committee in cooperation with the Office of the Vice President of Instruction & Student Engagement shall be responsible for informing the MCC campus of the leave grant application process each fall. The previous chair will convene the committee for the first meeting in September of the new academic year. The deadline for application will be 5:00 p.m. on February 1. The selection process should be completed on or before February 15 of each year preceding the Sabbatical Leave period. The Sabbatical Leave Committee shall elect a member of the Committee to serve as Chairman, and the Vice President of Instruction & Student Engagement shall serve each year as a non-voting advisor.

- B. The Sabbatical Leave Committee, with assistance from the Office of the Vice President of Instruction & Student Engagement, shall be responsible for soliciting and accepting applications. The Sabbatical Leave Committee will evaluate all applications and send its recommendation through the Vice President of Instruction & Student Engagement to the President. The President shall make a recommendation to the Board of Trustees, who shall have final authority for the selection of the Sabbatical Leave recipient.
 - C. The Sabbatical Leave is not intended as a reward faculty and professional staff for years of service. The awarding of Sabbatical Leave should result in significant enhancements to:
 - The Faculty's teaching skills and world view as well as improve the curriculum of the institution.
 - The professional staff skills leading to significant enhancements to the College's mission and goals.
 - D. Selections will be based on the College's institutional goals and objectives as well as activities that will lead to the recipient's personal growth.
 - E. The Sabbatical Leave Committee may elect to not recommend Sabbatical Leave for a given year.
- III. A Sabbatical Leave may be granted for any of the following purposes:
- A. Course work in the applicant's immediate teaching or administrative area at an accredited institution of higher learning.

- B. Research in the applicant's immediate teaching or administrative area. This may include travel to areas that enhance one's knowledge, skills, or abilities. Examples might include visiting other colleges, universities, research libraries, or historical, geographic, scientific, or cultural sites. Travel costs are the applicant's responsibility.
 - C. Writing in the applicant's teaching or administrative area culminating in the submission of an article (or manuscript) for publication in an appropriate refereed journal (or publishing house).
 - D. Back-to-industry work in the faculty teaching or professional staff member's administrative area. Appropriate onsite training, technical education, or skills enhancement for workforce applicants.
 - E. Exchange of teaching faculty or administration at another institution for a semester.
 - F. Other areas of study, if acceptable to the Sabbatical Leave Committee for selection, may also qualify.
- IV. The Sabbatical Leave shall include and/or be conditioned upon the following provisions:
- A. Faculty award will consist of one long semester at full salary OR two long semesters at full salary for 15 load hours split between two semesters. For faculty on nine-month contracts, this will involve the fall and spring semesters. For 12-month faculty this can also include the summer semester. Special considerations may also be given for other schedules depending upon the needs of the institution and any requirements arising from the individual proposal.
 - B. Professional staff award will consist of the member's full salary for the one-semester awarded, either fall, spring, or summer terms.
 - C. Retention of accrued benefits: An employee on leave shall be allowed to retain all accrued benefits.
 - D. Participation in group benefits: An employee on leave shall be permitted to continue membership in group benefit plans to the extent allowed by law and by policy in force during the period of leave, and shall continue to receive any related benefits provided by the College to all other personnel.
 - E. Compensation shall be on a regular monthly basis, contingent upon the continued satisfactory participation of the recipient in their approved program. Exceptions



to this manner of compensation may be made by the President.

- F. An employee on Sabbatical Leave may not accept employment from any other person, corporation, or Government agency, unless the governing board, based on the President's recommendation determines that it would be in the public interest to do so, and expressly approves employment.
- G. The time period encompassed by the Sabbatical Leave shall apply as credit toward the annual salary increment and for service awards purposes.
- H. Sabbatical leave award does not include expenses incurred by the recipient such as travel and/or tuition. Recipients can request funding from their departmental budget in support of their Sabbatical project but funding will depend on the availability of funds and department priorities.
- V. Sabbatical Leave represents a serious commitment on the part of the institution and award winners. The recipient, regardless of the nature of their proposal, is expected to share their experience and learning with the MCC community within the next long semester upon their return. Some venues for sharing could include:
 - A. A written report, journal, paper, and/or presentation for submission to the MCC Web page where appropriate.
 - B. Organize and teach an on-campus presentation/seminar to appropriate MCC personnel.
 - C. Share with their area of instruction or administration new insights and information that have been gained.
 - D. Faculty will consult with the Division Chair to determine an appropriate activity for the purpose of sharing. Professional staff members will consult with their immediate supervisor.