

**LOS ANGELES COMMUNITY COLLEGES
PERSONNEL GUIDE**

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ISSUE DATE: 1-7-81	SERVICE:	CHANGES: Chart indicating partial fulfillment requirements removed. This chart made obsolete by current certificated contract.
REPLACES: PG B344 (11-10-71)	DISTRIBUTION: General (See PG: B339 for decoding)	
	ISSUED BY: Office of Pers. Oper.	

Policy on Incomplete Sabbatical Leaves (Admin. Guide 3298)

1. Failure to Complete Requirements due to Injury or Illness.
 Interruption of the program of study or travel caused by serious injury or illness during a sabbatical leave shall not be considered a failure to fulfill the conditions of study or travel upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid such employee under the terms of the leave agreement, provided: (1) Notification as soon as practicable of injury or illness during sabbatical leave is given to the Vice Chancellor, Personnel Services Division, by means of certified letter; and (2) Written evidence (Form C138) verifying the interruption of the program of travel or study due to a serious injury or illness is filed with the Personnel Operations Branch. A sabbatical leave may be changed to an illness leave with district approval prior to the end of the first pay period of the leave without loss of sabbatical privilege. Changes made after the first pay period of the leave will result in the loss of sabbatical privileges.

2. Failure to Complete Requirements due to Military Service.
 Involuntary call to active military service will justify the conversion of a sabbatical leave to a military leave without jeopardy to sabbatical salary already received. If this conversion takes place before the end of the first pay period, sabbatical rights will be preserved. If such conversion takes place after the close of the first pay period the employee will be considered as having used one semester of the sabbatical privilege. Such employee will be permitted, however, to complete the second semester of the sabbatical within five semesters following an honorable discharge and return to service with the district.

3. Failure to Complete Requirements due to Other Causes. An employee who has been approved for a sabbatical leave of absence but who fails to complete all of the requirements of the sabbatical leave due to serious illness in the family or other causes beyond one's control may receive compensation on a prorated basis if a significant portion of the requirements is completed. For an incomplete sabbatical leave originally approved for one year, fractional portions of requirements completed may be one-fourth, one-half, or three-fourths. A year's leave of absence for an A basis employee means 13 pay periods; for a C basis employee, 10 pay

periods; for a D basis employee, 240 assigned days. The completion of the fractional portion of the requirements must have been accomplished during the particular period for which the sabbatical leave was authorized and prior to return to active duty or prior to the beginning of a leave immediately following the sabbatical leave.

4. Incomplete Sabbatical Leave. To receive partial compensation for a sabbatical leave, the significant portion of the requirements must have been completed.
5. Incomplete Sabbatical Leave - independent Study. To receive partial compensation for an incomplete sabbatical which was approved for study, the nature of the study must be such that certain units can be and are completed apart from the remainder of the study. The completed units must have significance in themselves, and not be merely an introduction to other work, and must have been completed in the re- queried time. Regardless of the amount of work involved, the collection of data which is not summarized, and which is not used in reaching conclusions in completed units, shall not be considered as meeting any portion of the requirements for the leave.
6. Effect of Incomplete Sabbatical on Benefits. Incomplete sabbaticals can count toward benefits only to the extent that sabbatical pay is received.