



<b>Policy Number and Title:</b>	<b>300.502C Sabbatical Leave</b>		
<b>Approval Authority:</b>	BMCC Board of Regents	<b>Date Effective:</b>	11/16/2018
<b>Responsible Office:</b>	Human Resources	<b>Responsible Office Contact:</b>	Vice President of Academic Affairs

**1. POLICY STATEMENT/REASON FOR POLICY**

It is the policy of BMCC to permit employees to be absent from work for an extended period for purposes of sabbatical, research, or fellowship.

**2. ENTITIES AFFECTED BY THIS POLICY**

All BMCC Departments.

**3. WHO SHOULD READ THIS POLICY**

All BMCC Faculty.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

No forms required.

**6. HISTORY**

-Created: Policy approved by the BMCC Board of Regents on November 16, 2018 and added to the BMCC Personnel Policy Manual.

-Next Review Date: November 16, 2021.

-BMCC reserves the right to revise policies at any time.

## 7. THE POLICY

### 300.502C SABBATICAL LEAVE

It is the policy of BMCC to permit employees to be absent from work for an extended period for purposes of sabbatical, research, or fellowship according to the guidelines below.

#### **Procedure:**

- (1) Full-time faculty members may be eligible for sabbatical leave for study, research, or other activities related to their professional development. Sabbatical leave is intended to enhance the educational programs of the Bay Mills Community College by improving faculty member competence.
- (2) Eligible faculty members may take up to one (1) contract year of sabbatical leave after serving five (5) years as a full-time faculty member. The faculty member is responsible for finding a grant, fellowship, or other funding source to supplement the expenses that BMCC and/or the instructor may incur as a result of granting the sabbatical leave. BMCC will continue to support the employee salary up to fifty percent (50%) during the sabbatical period. The full time faculty member will remain eligible for all benefit programs associated with the full time faculty position.
- (3) The faculty member must commit to one (1) contract year of service to BMCC following the end of the sabbatical leave.
- (4) All sabbatical leave requests must be approved by the Vice President of Academic Affairs and the President. Approvals are not automatic and will be based on availability of funds, the ability of BMCC to find a suitable replacement for the sabbatical period, and the faculty member's eligibility for sabbatical leave.