

Sabbatical Leave Policy

United Tribes Technical College (UTTC) understands the significance of having employees who are leaders in their field and endeavors to encourage innovation and creativity in our employees to ensure that UTTC remains a leader of cutting-edge products in our industry. It is important that UTTC employees who are responsible for innovation are given time to focus their creative endeavors both personally and professionally so that new ideas can continue to be generated.

Purpose

It is the policy of UTTC to allow eligible employees to take sabbatical leave to focus on self-development for a specified period of time. Sabbaticals are granted with the expectation of professional outcomes. Employees eligible for sabbatical leave will be held accountable for the activities or materials they choose to conduct or create during this leave. All intellectual property created during an employee's sabbatical leave will be deemed property of UTTC. All sabbaticals are intended to benefit both the employee and the institution. The overall plan for self-development should show clear benefit to the institution through capacity-building, research expansion, and/or professional development.

Eligibility

Exempt-level professional, director and executive level employees working in designated "innovative" areas such as product development, research and design may apply for a sabbatical leave after seven years of continuous full-time service. Sabbatical leave is not paid leave; the employee will not receive UTTC salary support during the period of leave. The employee may, however, be eligible for salary support from an external funding source during the time the employee is on leave.

Sabbatical leave is granted only on condition that the employee subsequently returns to UTTC for a period of further service equal to the length of the leave. If an employee does not return, at the discretion of UTTC, the employee may be required to refund all amounts paid by UTTC for the employee during the leave or as otherwise related to the leave.

After an employee has completed sabbatical leave, he or she is not permitted to reapply for sabbatical leave for a period of five years following completion of an employee's last sabbatical.

Employees on approved sabbatical leave will receive continued health benefits during the period of leave if there is an external funding source that is covering the cost of their salary. Employees on sabbatical leave are not eligible for tuition reimbursement or any sabbatical activity reimbursement.

Procedures

Eligible employees who wish to apply for sabbatical leave are required to submit a letter to their immediate supervisor describing the reason for the sabbatical and anticipated activities during sabbatical. Some examples of activities during sabbatical include continuing education, writing a book or peer-reviewed publication, or conducting focused research in the employee's particular area of expertise.

The employee's immediate supervisor will forward the proposal to the Human Resources Director who will review the submitted proposal. Sabbatical proposals will be recommended for approval based on the UTTC's necessity to conduct such research or development, staffing needs, and any other factors deemed relevant by UTTC. The sabbatical proposal recommended for approval will be submitted to the UTTC President, who will make the final decision on requests for sabbatical leaves.

After an employee's return from sabbatical leave, the employee will be required to produce evidence of the activities conducted during this time. Failure to produce evidence of work during this period will result in the employee becoming ineligible to participate in future sabbaticals. UTTC also reserves the right to take disciplinary action against employees who fail to conduct any meaningful work or activities during this period.

Time off taken for approved Family and Medical Leave Act (FMLA) leave will not be counted against the employee when determining eligibility or "continuous service."

Employees on sabbatical leave will not be required to use any accrued leave during this period and are permitted to carry over all leave in the instance that the sabbatical leave crosses from one calendar year into the next. Employees will not accrue any additional leave during their sabbatical.

Employees on sabbatical who are enrolled in our group benefits plan will continue to have pre-tax deductions made from their pay during the sabbatical period if their salary is paid from an external funding source. If the employee is taking an un-paid sabbatical, the employee is responsible for the full cost of their benefits.

Employees on sabbatical leave remain employed on an at-will basis and UTTC retains the right to dismiss an employee at any time.