

# MAT Professional Growth Sabbatical Leave Request & Evaluation Form

## Purpose

Sabbatical Leaves are designed to provide the employee with the opportunity to participate in intensive activities designed to expand the employee's existing skills or to provide new skills. Therefore, Sabbatical Leave funds are to be used to support the employment of a replacement of an employee during the employee's absence. Sabbatical funds are not to be used for the cost of educational expenses such as travel, registration, tuition, books or supplies ([17.3 section of the MAT policy manual](#)). The purpose of a sabbatical is to provide the employee with the opportunity of professional growth outside of their regular job and their college.

## Eligibility

Employee must qualify under [1.2 section of the MAT policy manual](#) as a Governing Board approved full-time or part-time employee, grades 13-21, and whose salary is more than 50% paid from Current Unrestricted Fund 1 or Current Auxiliary Fund 2 to be considered for a sabbatical.

To be eligible for a leave of one to four months, the employee must have worked for the District a minimum of four consecutive contractual periods. Five and six month sabbaticals require five and six consecutive contractual periods, respectively. See [section 17.4 of the MAT policy manual](#).

## Sabbatical Periods and Deadlines

July 1st – December 31st  
January 1st – June 30th

Applications are due by 5:00 pm December 1st of the previous year  
Applications are due by 5:00 pm June 1st of the previous year

## Evaluation

Write a narrative proposal that clearly describes the activity. Sabbatical applications that meet the eligibility and deadline requirements will be evaluated based on the clarity and completeness of the application in addressing the items listed under each of the five categories; Purpose, Execution, Results, Replacement Plan, and Documentation. A minimum score of 75 points is required to be eligible for a sabbatical.

**Please fax a copy of the signed application to 480-377-4898 and send the original application and supporting documentation to the MAT Office at the district. Sabbatical applications should be limited to seven pages, and attachments.**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_

College or Unit: \_\_\_\_\_ EmplID: \_\_\_\_\_ (Employee ID number on your paycheck)

Sabbatical Begin Date: \_\_\_\_\_ Sabbatical End Date: \_\_\_\_\_

MCCCD Governing Board approved employment date: \_\_\_\_\_

Have you been approved previously for a sabbatical leave? YES  NO

If yes, when? \_\_\_\_\_

### Primary Purpose of Sabbatical

- |   |   |
|---|---|
| <input type="checkbox"/> Completion of Advanced Degree (bachelors or higher)      | <input type="checkbox"/> Update knowledge/skills in professional field            |
| <input type="checkbox"/> Completion of Residency Requirements for advanced degree | <input type="checkbox"/> Fulfillment of Degree Requirements (bachelors or higher) |
| <input type="checkbox"/> Research and/or publication                              | <input type="checkbox"/> Other: _____   |

**Application Requirements** – be sure to include the following

- Completed Application
- President/Provost/Vice-Chancellor's signature
- Supervisor/Manager's signature
- Supporting documentation

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**Adjunct Teaching:**

Do you currently teach adjunct for MCCCDC or any other educational institutions? YES  NO

If yes, where? \_\_\_\_\_ Number of Credit Hours? \_\_\_\_\_

Do you plan to teach adjunct for MCCCDC or any other educational institutions during your sabbatical?

YES  NO

If yes, where? \_\_\_\_\_ Number of Credit Hours? \_\_\_\_\_

What will your teaching schedule be during your sabbatical?  
(List the day of the week, time, course(s) and credit hours)

**Other Employment/Commitments:**

Please describe any other income earned from work (including internship, consulting, etc.) during your sabbatical, or commitments during your normal working hours. Adjunct teaching should be listed above.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I verify that I have prepared a complete proposal. I further verify that I have read and understand the MAT Committee Sabbatical Best Practices & Guidelines, and that I will adhere to them. I understand that my failure to adhere to the Best Practices & Guidelines, including meeting the goals of my application, or failure to adhere to other obligations set forth in the current MAT policy manual may result in my being required to reimburse the Maricopa County Community College District all or part of the wages paid to me during my sabbatical leave, and might further subject me to employment discipline, up to and including employment termination. If an employee on sabbatical becomes ill or encounters difficulties achieving the sabbatical goals, the employee must contact the MAT Sabbatical Chair immediately to discuss options for modifying the sabbatical.

**Please note:** You will be required to submit transcripts and/or other supporting documentation with your program completion report upon return from your sabbatical leave. Please contact your MAT representative for information regarding this requirement.

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name \_\_\_\_\_

President/Provost/Vice-Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_

Sabbatical funds are used as replacement dollars only. Funds are transferred after a replacement(s) has been hired and paperwork has been processed (within two months of the beginning of the sabbatical) through the District Employment Office. Unused funds remain in the MAT Professional Growth account. It is the responsibility of the college/district to initiate the transfer of funds by contacting the sabbatical committee (dl-mat-sabbatical@memo.maricopa.edu) with the name of the applicant's replacement and the account number in which to transfer funds. If no contact is made by the college/district within the timeframe above, the funds will be forfeited with no recourse.

**This page is reserved for the MAT Sabbatical Committee. Use this outline to write your sabbatical proposal and be sure to address each of the objectives.**

**1. Purpose** **Maximum Points (30)**

- Goals are clearly stated.
- Goals are in alignment with the goals of MCCCCD.
- Objectives are clearly stated and relate to the goals.
- The objectives presented relate clearly to the purpose of the sabbatical.
- Overall the purpose is understood and relates to the mission of MCCCCD.

**2. Execution of the Sabbatical** **Maximum Points (30)**

- A plan is clearly defined.
- The defined plan addresses how the goals and objectives will be achieved.
- A timeline is presented with clear justification.
- The timeline matches the objectives and includes activities.
- Planning and organization is evident in the presentation.

**3. Expected Results** **Maximum Points (30)**

- Clearly state the expected professional growth.
- How will this growth benefit you and MCCCCD.
- Clearly state the deliverables (e.g., degree/certificate, license, etc.)

**4. Replacement Plan (and estimated cost if available)** **Maximum Points (5)**

Maximum funding replacement is step 1 of Applicant's current grade.

- A full-time person will be employed
- Internal interim assignments/promotions
- No replacement will be necessary

**Explain:** \_\_\_\_\_

**5. Supporting Documents (attach to application)** **Maximum Points (5)**

- Letter(s) of support or acceptance to college, university, community organization, business, etc.
- Approved degree program of study with course plan
- Description of activities and/or courses
- Research proposal and/or publication outline

**Total Points (100)**

**Committee Use Only**