

## **TRANSITIONAL SABBATICAL**

**Scope:** This policy applies to all regularly benefited administrative (exempt staff) and faculty positions.

### **Policy**

Budget permitting, the College of Southern Maryland may provide up to two transitional sabbaticals per fiscal year for qualified employees who intend to retire at the conclusion of the proposed sabbatical period to complete special projects of benefit to the college. The sabbatical leave is either for 6 months at full pay or 12 months at half pay. Employees awarded the transitional sabbatical shall sever from the college at the conclusion of the sabbatical period. Severed employees may be rehired in a part-time capacity after a six month break in service.

### **Procedure**

An employee seeking transitional sabbatical shall submit a request, in writing, to the division vice president. The request must be made no less than four months in advance for President's Cabinet review/approval and specify the following:

- the length of the sabbatical (6 or 12-month),
- a description of the duties the employee will perform to the college and intended outcomes,
- a work plan for the intended period of the sabbatical, and
- a letter of support from the appropriate dean or other supervisor.

The division vice president shall verify that budget exists for the transitional sabbatical and compose a letter recommending or rejecting the proposal.

Should a vice president propose a transitional sabbatical, the request goes directly to the president.

If the division vice president recommends the proposed sabbatical, that recommendation is sent to the President's Cabinet. Should the cabinet agree with the recommendation, the proposal shall be forwarded to the Board of Trustees for action at the next appropriate meeting.

At the conclusion of the transitional sabbatical, the employee shall sever from the college. Should the employee fail to meet the terms of the transitional sabbatical, they will reimburse the college for all sabbatical pay.

For more information contact: Associate VP of Human Resources.

Effective Date: June 16, 2022