

# Policy

Policy # 3.04.08.01

Effective Date: 6/27/12

Reviewed: Dec 2013

<i>(Impact Area - Dept Name)</i> Employees	<i>(General Subject Area)</i> Leaves	<i>(Specific Subject Area)</i> Sabbatical for Staff who have completed seven full-time years of service.
	<b>Author:</b> Staff Assembly	<b>Supersedes Policy</b>
<b>Relates to Procedure #</b> 3.04.08.01	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
<b><i>North Idaho College</i></b>		

Policy Narrative

[Page 1 of 2]

## **Intent:**

The North Idaho College Board of Trustees recognizes the college has a responsibility for professional growth of its staff. Therefore, paid sabbatical leaves may be granted to North Idaho College staff to enable the recipients to augment their professional development and to improve their ability to discharge effectively their professional duties and enhance their service to the college. The decision to authorize sabbatical leaves and the determination of the number of sabbatical leaves is within the sole and absolute discretion of the NIC President.

## **Definition:**

A staff sabbatical leave provides for a significant block of time for staff to engage in activities that promote professional growth.

## **Purposes:**

Professional sabbatical activities are limited to the following:

1. Work toward a degree or certificate;
2. Completing refresher courses or a program of study, work, or travel designed to keep the staff member abreast of the latest developments in his/her field;

3. Completing a certification program that enhances practices and processes that support the college's mission, values, and goals.
4. Pursuing new or advanced training which will benefit the staff member in a current or future position at the college.

If sabbatical leave is requested for a purpose not included in the above list, the request may be submitted to the board of trustees for specific approval.

**Eligibility:**

The staff sabbatical is available to all benefit-eligible staff members who have been employed continuously at North Idaho College for at least seven (7) years.