

9.23 RETURN ASSIGNMENT

At the expiration of the sabbatical leave, a faculty member's assignment will be made on the same basis as if the faculty member had been on campus for the duration of the sabbatical leave. The appropriate administrator will make an effort to consult with the faculty member on sabbatical leave regarding the assignment he/she will have upon return to campus.

ARTICLE 10: BANKING LEAVES FOR YCCD FACULTY

10.1 GUIDELINES EARNING LEAVE CREDIT

10.1.1 A faculty member must request in writing the banking option for a particular term and indicate that the credit is to be applied to a banking leave.

10.1.2 The maximum credit that could be earned in any term is six (6) hours. Faculty may bank a total of 9 hours per year. Classes which meet for more than three hours per week may be partially banked and partially reimbursed.

10.1.3 Full-time leaves will require an earned credit equivalent to a faculty member's full load.

10.1.4 No more than an amount equivalent to a faculty member's semester load may be accumulated. When that point is reached, banking is no longer an option for that faculty member until that credit has been used.

10.2 USING LEAVE CREDIT

A Banking Review Committee will be established at each college. Their members will include two faculty appointed by YFA, two faculty appointed by the respective college's Senate, and two administrators appointed by the YCCD.

Using the following guidelines, these committees will review the entire set of requests to ensure compliance and equity and will make recommendations to the President, who will review these and forward them to the Chancellor for final approval.

10.2.1 The maximum number of banking "credits" used by all faculty during any one year is limited to 15 FTEs at MJC and 3 FTEs at Columbia.

10.2.2 A leave may be requested in partial increments.

10.2.3 The Banking Review Committee will ensure that:

- a. The request has been reviewed and commented upon by the faculty in the program area affected and representatives of the administration.
- b. The banking leave will not adversely affect the program/service area.
- c. That approved sabbatical leave requests in that program area have been given priority.

10.2.4. Once a leave is requested, reviewed, and approved, it will be honored on a first-come, first-served basis. In the event of “ties,” a lottery system will be used. Waiting lists may be established and carried forward to succeeding years so appropriate planning can occur.

10.2.5 Cashing Out Banked Hours

- a. Banked hours remaining on the books at the time of separation from the District will be “cashed out.” Banked hours may not be cashed out for any other reason.
- b. The dollar amount to be cashed out at time of separation from the District will be calculated using the certificated overload hourly schedule in effect at the time the hours were banked.

10.3 OTHER BANKING ISSUES

10.3.1 It is understood that the administration reserves the right to determine how a position left vacant by a banking leave will be replaced. In general, this will be with part-time staff.

10.3.2 While a faculty member is on a banking leave, that time period does not count toward eligibility for a sabbatical leave.

ARTICLE 11: LEAVES OF ABSENCE

11.1 Faculty members on a paid leave of absence, unless otherwise provided herein, shall receive wages, fringe benefit coverage, and retirement credit, the same as if they were not on leave. Faculty members who begin an unpaid leave during any pay period shall receive their fringe benefit (health and welfare) coverage for the balance of that pay period. Thereafter, they shall be allowed to remain on continued coverage pursuant to the terms of the insurance plan at their own expense, provided they make advance payment of the premium in a manner established by the District.

Part-time contract (probationary) or tenured (regular) faculty members serving 67% or more of a full load shall be entitled to leaves of absence to that portion of the leave as their contract relates to that of a full-time contract (probationary) or tenured (regular) faculty member. Contract (probationary) or tenured (regular) faculty members either full or part-time employed less than a full year will receive that portion of applicable leaves as their length of service relates to a full year.

"Member(s) of the immediate family" as used in this Article shall mean mother, father, husband, wife, domestic partner (see 14.6.5), son, daughter, brother, sister, grandfather, grandmother, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, foster parent, step parent, step children, foster children, children of domestic partner or any relative living in the immediate household of the faculty member.