

B. In case of employee misconduct for which suspension without pay is under consideration, the employee shall be afforded written notice of the charge(s) against him/her, disclosure of the employer's then available evidence and an opportunity to present his/her position orally or in writing prior to the discipline.

Section 3.      Suspension Pending Discipline or Discharge

When it is necessary, an individual may be suspended, with full salary and benefits, pending disciplinary action.

Section 4.      Investigatory Interview

If a bargaining unit member reasonably believes that an investigatory interview conducted by the employer will result in discipline or place his/her job security in jeopardy, she/he may have a Congress representative present at any such interview.

**ARTICLE XVII  
SABBATICAL LEAVE**

Section 1.      Preamble

Sabbatical leave is educational leave. The purpose of sabbatical leave is to provide a professional staff member with the time and support for scholarly or creative endeavors which will benefit the college and the staff member professionally, and/or enable the professional staff member to develop resources or materials to enrich his/her teaching effectiveness or the performance of administrative responsibilities. The President of the Connecticut State Colleges and Universities may grant sabbatical leave for a full year on half salary, or for a half year on full salary, or for such period and portion of salary as agreed to by the applicant and the President of the Connecticut State Colleges and Universities.

Section 2.      Eligibility and Conditions

A. Eligibility

A professional staff member on tenure-track appointment shall become eligible for sabbatical leave after six (6) consecutive years of full-time service at a college. Such professional staff member shall be considered for sabbatical leave during his/her sixth year of full-time service, but the sabbatical shall not commence until he/she has completed six years of service. Once the sabbatical leave has been taken, the professional staff member shall again become eligible for sabbatical leave after six (6) additional consecutive years of full-time service following the completion of the sabbatical.

(See side letter Re: Sabbaticals.)

Full-time leave for professional development shall be considered as continuous service for sabbatical leave, but shall not be included as accumulated time required to qualify for sabbatical leave.

#### B. Conditions

The recipient of a sabbatical leave is permitted to receive other remuneration in the form of fellowships, assistantships, grants, honoraria or consultant fees. However, an individual on sabbatical leave is generally not expected to engage in paid employment elsewhere. Each applicant for sabbatical leave shall disclose, as part of his/her proposal, all anticipated remuneration including but not limited to, professional development and/or tuition reimbursement dollars and, if paid employment is involved, he/she shall describe the relationship of such employment to the purpose of the sabbatical leave as outlined in Section 1 above. Total compensation while on sabbatical leave shall normally not exceed the regular salary (base pay plus longevity) of the recipient plus expenses attributable to the leave. The recipient of a sabbatical leave must agree to return to the college for at least one year of full-time service following the expiration of the leave. Failure to return to the college for at least one year may result in forfeiture of any and all compensation due him/her and shall be considered a resignation not in good standing.

#### Section 3. Rights

Time on sabbatical leave at full or partial pay shall be considered as continuous service for longevity and retirement pursuant to the professional staff member's particular State-approved retirement plan. Time on sabbatical leave at less than full pay will be considered as full-time service for the purpose of determining years of service for longevity. All fringe benefits shall be continued during the period of the sabbatical leave. Upon completion of such leave, the professional staff member shall return to the same college at the same salary and rank he/she would have attained had he/she not taken such leave.

#### Section 4. Number

In each year of this Agreement, there shall be allocated a maximum of twenty six (26) sabbaticals per academic year to be administered in accordance with applicable contract provisions.

#### Section 5. Sabbatical Leave Committee

At each college, there shall be a Sabbatical Leave Committee elected by the members of the bargaining unit(s). Only tenured employees or employees on tenure track appointment at the college may serve as members of a Sabbatical Leave Committee. The size and composition of the committee shall be determined by mutual agreement. At merged campuses, subcommittees of the Sabbatical Leave Committee will be established consisting of representatives of each bargaining unit. Each subcommittee shall make the recommendation with respect to its own bargaining unit members. AFSCME members shall apply directly to the President for sabbaticals, unless they opt to apply to the committee.

The Sabbatical Leave Committee shall have the responsibility to review all applications for sabbatical leave and shall make recommendations to the President listing in priority order applicants recommended for sabbatical leave at full pay, and separately, applicants recommended for sabbatical leave at half pay.

The operation of the Sabbatical Leave Committee shall be subject to the supervision of the President or his/her designee. The committee shall review the President of the Connecticut State Colleges and Universities' guidelines for its work and shall keep a written record of the dates of all meetings, attendance at the meetings and materials considered. These records and materials shall be in the custody of the President or his/her designee. The committee shall not disclose its records or recommendations except as provided herein.

#### Section 6. Procedure

Applicants for sabbatical leave shall prepare a proposal for leave which describes the prospective activity, and indicates the contribution it will make to the individual concerned and to the college, and addresses all other conditions set forth in sections 1 and 2 above. By November 15<sup>th</sup> of the fall semester of the year prior to the year in which the sabbatical would occur, the proposal shall be submitted to the College President on a form established by the Employer. This deadline for submitting such proposals may be extended, at the discretion of the College President.

The College President shall seek the recommendations of the College Sabbatical Leave Committee, which shall be submitted by December 15<sup>th</sup>. In making its recommendations, the committee shall be guided only by the criteria contained in Sections 1 and 2 of this Article and shall proceed in the manner set forth in said Sections. By January 15<sup>th</sup>, the College President shall forward his/her recommendations to the President of the Connecticut State Colleges and Universities. Prior to making his/her recommendations, the College President or his/her designee shall meet and discuss his/her intended recommendations with the College Sabbatical Leave Committee. Where there are differences between the President and the committee, the committee may forward a statement of the reasons for its position to the President of the Connecticut State Colleges and Universities or his/her designee, with a copy to the College President.

The CSCU Sabbatical Leave Selection Committee shall then review college-approved sabbatical leave proposals and make a final decision on the approved system-wide list of these proposals by February 1<sup>st</sup>. The President of the Connecticut State Colleges and Universities or his/her designee shall review and confirm the final decision of the CSCU Sabbatical Leave Selection Committee by February 15<sup>th</sup> and allocate such full-pay and half-pay sabbatical leaves in a manner that is consistent with this Article and with funds from College Operating Funds.

All applicants shall be entitled to know the formal recommendations at each level and the decision of the President of the Connecticut State Colleges and Universities or his/her designee by March 1<sup>st</sup>, which shall be final.