Policy on Exempt Employee Sabbaticals and Training Leaves

Sabbatical and training leaves are not a standard benefit granted to management exempt employees. Rather, individual consideration will be given to requests for special leaves for purposes of professional development under circumstances which clearly demonstrates that the outcome of such pursuits will directly benefit the management operations of Suffolk Community College.

Management exempt employees who identify a professional development opportunity that meets this criteria can submit a request for such a leave to the College president with accompanying original supporting documentation that describes the program; in addition, backup information explaining the outcome benefit to the College along with the requested duration or time arrangements for such leave shall be included with such request.

If the College president supports this request, it shall be submitted to the Board of Trustees in the form of a Board Resolution for approval of such leave. The Board may approve or disapprove such requested resolution. If approved, terms of such leave shall be articulated by letter or memorandum from the College president to the respective management exempt employee.

SJL
March 24th, 2003

Adopted by Board of Trustees
May 9, 2003