

## SABBATICAL LEAVE

**Policy Number:** 406

**Categorized:** [Human Resources](#)

**Responsible Office:** Human Resources

**Subject:** Sabbatical leave for teaching, administrative and professional faculty

**Related Policies:** [President's Sabbatical Award](#), [Fulbright Award](#), [Educational Leave](#)

**Procedures:** [406P](#)

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 06/13/2020

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### 1. Scope

This policy applies to teaching, administrative and professional faculty, and to college presidents who meet the eligibility criteria described in the policy.

### 2. Policy Statement

The President of Northern Virginia Community College may grant eligible faculty members sabbatical leave at half pay for professional development activities which will improve teaching effectiveness, enhance creative and/or artistic activities, improve professional competency, and provide a renewed capacity for significant contribution of service to the college and the community at large.

A faculty member granted sabbatical leave with half pay must agree to return to the College as a full-time employee for a period equal to twice that of the period of absence; if the faculty member returns to NOVA for a lesser period of service, the faculty member shall be responsible for repayment of that portion of salary, for the time not served. The outstanding pro rata portion of the note shall be paid in full within one year following termination of employment.

Faculty members must meet established eligibility criteria and follow application procedures for sabbatical leave. Sabbatical awards are contingent upon availability of funds and the needs of the College.

### 3. Definitions

Sabbatical leave: a compensated leave of absence of one or two semesters for full-time teaching faculty and up to 12 months for administrative and professional faculty and the College President.

### 4. Procedures

See [406P](#).

## **5. Authority**

VCCS Policy 3.10.5 Sabbaticals