

In conformity with appropriate WAC regulations and Washington laws, and subject to the availability of state appropriated funds, Big Bend Community College participates each biennium in a professional leave policy for administrators. Through the procedure of application, evaluation and approval, full time administrators may be granted professional leave status for designated period of time not to exceed one year for the purpose of professional enrichment.

3003.1 All professional leaves must be approved by the college Board of Trustees.

- A. Initial consideration of professional leave applications will occur at the February meeting of the Board of Trustees.
- B. Action by the Board of Trustees will be based on a recommendation from the President based on a written plan submitted by the applicant administrator and evaluated by a review committee composed of three administrators and two faculty members.

3003.2 An applicant for an administrative professional leave shall have served Big Bend Community College as a full-time administrator for a minimum of five years.

- A. Unless otherwise agreed to in writing, the administrator returning from professional leave will be allowed to return to the assignment for which the administrator is qualified by education and experience; however, by mutual agreement between the President and administrator, the administrator may accept a different administrative position.
- B. The minimum period an administrator must serve after the completion of professional leave shall be two years. The college is obligated to provide employment in an administrative position during this time frame or, waive repayment of the professional leave stipend.
- C. Should the administrator request the opportunity to leave Big Bend Community College employment before completing the provisions of section 3003.8, he/she will immediately repay on a prorata basis the stipends paid while on professional leave status.
- D. An administrator on professional leave shall be considered an active college employee and shall earn full credit towards medical and retirement benefits and annual increments.

3003.3 A one-year professional leave shall count for one step in the experience column on the administrative salary schedule.

3003.4 Professional leave stipends shall be at a rate in accordance with the current administrative salary schedule, which has been approved by the Board of Trustees.

3003.5 A professional leave may be proposed for a full year (12 months) or any portion thereof.

3003.6 Award of a professional leave is contingent upon the college's ability to provide a qualified replacement for the administrator proposing a professional leave.

3003.7 Each qualified applicant for a professional leave must submit a written plan detailing the goals, objectives and evaluation of the professional leave.

- A. Professional leave proposal must be submitted to the President by January 10 of each year.
- B. The President shall appoint three administrators to serve on the professional leave committee. Faculty members shall be appointed by the President of the Faculty Association.
- C. The evaluation committee must meet and complete its recommendations on the professional leave proposals by January 20.
- D. The evaluation committee shall return its recommendation to the President by January 25.
- E. The President will review all qualified and approved applications with the Board of Trustees at the February meeting of the board.
- F. One administrative professional leave may be granted during each biennium.

3003.8 Compensation for administrative professional leave shall be at 75% of the administrator's employment contract for a period of professional leave, provided that total dollars paid plus the amount paid to the replacement of such participant shall not exceed 166% of the total amount of dollars which would have been spent if the participant had not been on leave.

3003.9 In the event that an administrator on professional leave qualifies and receives a grant or stipend from sources other than college funds, the amount paid by the college and the total grants or stipends may not exceed a combined total of 100% of the administrator's regular placement on the salary schedule. In the event that the total exceeds the 100% figure, the college salary contribution will be adjusted downward to meet the 100% maximum.