

Memorandum of Understanding (MOU)

Section 12.9 Sabbatical Leave Approval Timeline

Between Heartland Community College (the “College”) and the Heartland Faculty Association (HFA), IFT Local 6038

Purpose. The parties enter into this Memorandum of Understanding to amend the timeline for sabbatical leave approval outlined in Section 12.9 of the Collective Bargaining Agreement to better align with faculty staffing timelines.

Amendment and Incorporation. This Memorandum of Understanding amends Section 12.9 of the Collective Bargaining Agreement (CBA) only as to the paragraphs identified below; all other language in Section 12.9 remains unchanged. Upon execution, this MOU language shall have full force and effect as CBA language and shall control in the event of any conflict. Unless the parties negotiate and agree otherwise, this amendment shall be incorporated into the next successor CBA at renewal; no further action is required for incorporation.

Section 12.9 Sabbatical Leave

C. Application Procedure: Eligible faculty members may submit an application for sabbatical leave to the Office of Human Resources no later than October 1 of the year preceding the fiscal year for which the leave is requested. The application for leave shall be in a format required by the Sabbatical Leave Committee and shall contain a description of a plan for resident study, travel, research, writing or other activities to be undertaken during the sabbatical leave, and shall identify the anticipated benefits to the faculty member and the College, and the relationship between the faculty member's professional development from the proposed leave and program development at the College. The application shall contain the signature of the applicant's supervising administrator. If the applicant anticipates incurring extraordinary expenses in connection with the proposed leave and seeks reimbursement from the Board for such expenses, then a range of such expenses should be identified in the application together with the purpose of such expenses. The application must also identify any prospect of remuneration from sources other than the Board during the sabbatical leave and shall also identify whether the faculty member is seeking a full-time sabbatical leave for one academic year or a full-time sabbatical leave for one semester.

D. Application Review and Recommendation: Following the deadline for submission of applications, the Sabbatical Leave Committee shall convene at its earliest opportunity to review and consider all applications. The Committee may request, and an applicant shall supply, any additional information or documentation needed to arrive at a recommendation. The Committee shall make advisory recommendations to the President concerning the granting of sabbatical leaves to eligible faculty members, provided that the number of recommendations

shall not exceed 6% of the faculty members or four faculty members, whichever is greater, subject to this Agreement. The President shall thereafter submit his or her recommendations to the Board no later than its November Board meeting.

E. *Approval Procedure*: Following consideration of the President's recommendations, the Board shall make its decision in respect to the award of sabbatical leaves no later than its December Board meeting. Failure by the Board to act on any sabbatical leave request shall constitute a denial of such request. Any decision by the Board to approve or deny a sabbatical leave request shall be discretionary. Such decision shall not be subject to any grievance and arbitration procedure set forth in this Agreement, provided, however, that the procedures set forth in this Section shall be subject to grievance and arbitration as herein provided.

Signatures

For Heartland Community College

Name: Sarah J. Diel-Hunt, Provost & VP Academic Affairs

Title: *Sarah J. Diel-Hunt*

Date: 03/30/2026

For the Heartland Faculty Association

Name: President, Heartland Faculty Association

Title: *S. Migotsky*

Date: 03/30/2026

Sabbatical Memorandum of Understanding 2026

Final Audit Report

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