



**Sabbatical Professional Leave  
Administrative/Exempt Staff Agreement**

This Agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, **20** \_\_\_\_\_, between Highline College (“College”) and \_\_\_\_\_, (“Employee”).

College is allowing Employee to take a sabbatical professional leave for the purpose of providing opportunities for study, research, and creative activities for the enhancement of College’s instructional and research programs.

During the sabbatical professional leave, Employee will engage in the following study, research, and creative activities:

\_\_\_\_\_

Upon completion of Employee’s sabbatical professional leave, Employee shall provide the College President with a narrative report that includes the activities and outcomes achieved during the leave within sixty days after return. The report will indicate how the sabbatical benefited the College and advanced the individual’s professional development.

Employee agrees that in consideration of the opportunity to take a sabbatical professional leave, Employee shall return to College following completion of such leave and will serve in a professional status for a period of time equal to the time of leave granted. In the event that Employee fails to comply with this Agreement, Employee agrees that Employee will repay College the full amount of remuneration Employee received from College during the sabbatical professional leave. In the event that College is compelled to obtain a judgment to collect remuneration due from Employee under this paragraph, Employee agrees that Employee will be responsible for reasonable attorney fees and costs incurred in obtaining such judgment.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Type Name]  
Employee

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
President  
Highline College