



**GARDEN CITY UNIVERSITY COLLEGE  
KENYASE - KUMASI**

**GCUC SABBATICAL LEAVE POLICY**

**A PROPOSAL  
SUBMITTED TO THE REGISTRAR**

**BY  
GCUC SABBATICAL LEAVE POLICY COMMITTEE**

**DECEMBER 2022**

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### **Appendices**

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Appendix II: KNUST: Regulations on Study/Sabbatical Leave and Leave of Absence for Senior Members

Appendix III: Materials on Sabbatical Leave in other Institutions

- i. Ashesi University
- ii. Kumasi Technical University (KsTU)
- iii. University of Ghana
- iv. University of Health and Allied Sciences (UHAS)

## **1.0 Appointment of the Committee**

In a letter dated October 11, 2022, the Registrar informed members of the Committee constituted to “develop a Sabbatical Leave Policy for the University College.” with membership as follows.

Prof. K.J. Opoku-Afriyie	-	Chairman
Dr. Isaac Tweneboah Agyei	-	Member
Mr. Emmanuel Awusi	-	Member
Ms. Herrita Asante	-	Member/Secretary

## **2.0 Terms of Reference**

The Terms of Reference given were as follows

- i. To develop a Sabbatical Leave Policy for the University College
- ii. To review and incorporate existing policy (if any)
- iii. To make reference to existing best practices in other institutions, and
- iv. To submit your Report to the Registrar not later than Friday, December 09, 2022

## **3.0 Approach to the Assignment**

3.1 Meetings. In developing the proposed Policy, the Committee held a number of working sessions to work as follows.

- Clarification of the Terms of Reference  
The Committee found the Terms to be comprehensible enough to allow determination of the nature and scope of the assignment that is to be carried out. On “existing best practices in other institutions,” we defined the assignment to be the examination of the extent of adherence to the provisions in the respective policies in the institutions and the frequency of reviews/updates of the policy. We conducted a case study of policy implementation at KNUST to obtain the needed information.
- Discussion and analysis of information obtained from various sources
- Drafting of report

### 3.2 Information Collection

To obtain information the Committee adopted/used the following procedure.

- **Study of Documents:** The Committee examined information in relevant documents from the following institutions. (TOR iii)
  - Ashesi University
  - Kumasi Technical University (KsTU)
  - University of Ghana
  - University of Health and Allied Sciences (UHAS)
- **Enquiries at the GCUC Administration:** The Committee made enquiries at the GCUC Administration and from individuals who have been involved with the administration about any existing sabbatical leave policy. It was established that such a policy does not exist at GCUC. (TOR ii)

A study of the *Conditions of Service for Staff of GCUC* document also revealed that, though the document has provisions for other types of leave, there is none for sabbatical leave.
- **Interviews:** Requests for information regarding existing best practices in other institutions in Ghana, was made through interviews with some senior members of KNUST and Koforidua Technical University. It was established that the practice in that institution is that there is a composite leave policy which combines sabbatical leave with study leave and leave of absence. In terms of policy implementation, there is strict adherence to the existing policy.



## **GARDEN CITY UNIVERSITY COLLEGE**

### **SABBATICAL LEAVE POLICY**

#### **1.0 Purpose of Sabbatical Leave**

**1.1** Garden City University College grants sabbatical leave whereby an academic senior member is relieved of his/her normal teaching and administrative duties for a stated period during which he/she will be required to engage in activities that benefit not only himself/herself but also the institution and/or the wider community.

**1.2 Benefits:** Benefits to the grantee will include remuneration for work and career development, including completion of an ongoing research project which should lead to publication, and acquisition of practical experience/exposure to modern trends and skills in his/her field. To GCUC, benefits will include increased visibility at the national and international levels, partnership/collaboration with scholars affiliated to other institutions; staff and student exchange programmes; strengthened relationship with the local community, engagement with the business community or employers of university graduates and others that promote organizational development of GCUC. With both categories of both categories of benefits in view, a grantee will be expected to engage in activities that are analogous to his/her work at GCUC.

#### **2.0 Guiding Principles**

To ensure achievement of the purpose and mutual benefits outlined in Section 1.0 while minimizing the financial or human resource cost to the institution, sabbatical leave will be granted in accordance with principles as follows.

- a. Sabbatical leave is to be considered as one among other types of leave, namely, study leave and leave of absence, such that the grant of one shall affect the grant of another.
- b.** Sabbatical Leave is a privilege and not a right and will not be granted merely because it has been earned under, say, conditions of service. However, the University College will ensure as much as possible that Sabbatical leave is not withheld for unduly long periods.

- b. Sabbatical Leave will not be granted to enable a senior member to break from work in order to merely take a rest or otherwise use the period as he/she likes but in accordance with the purposes and benefits indicated in Section 1.0.
- c. Granting of sabbatical leave shall be subject to the staffing situation and the programme of work of a department.
- d. Under normal circumstances applications for extensions of sabbatical leave will not be entertained. Sabbatical leave for a period of two (2) years shall not be extended.
- e. Sabbatical leave shall not be construed as a break of service. The period of absence under such leave shall be taken into account for remuneration, promotion to a higher rank, and in calculating retirement benefits if any.
- f. Salary to be paid to staff on sabbatical leave will be the basic salary and no allowances.
- g. The terms and conditions for grant of sabbatical leave shall be contained in a contractual agreement between the grantee and the institution entered into before the commencement of the Sabbatical Leave.
- h. All applications for sabbatical leave shall be considered by an appropriate Committee of GCUC

### **3.0 Eligibility**

Academic senior members of staff who have offered continuous and meritorious service to the University College for at least six (6) academic years shall be eligible for Sabbatical Leave with pay.

### **4.0 Duration and Grantee Obligations**

- a. One-year Sabbatical Leave with pay may be granted after six (6) years of continuous service. Grantees are required to return to the service of the University College for at least two (2) academic years immediately after such leave.
- b. One-year Sabbatical Leave followed by a one year leave of absence, the latter without pay, may be granted after six (6) years continues service without study leave. Grantees shall be required to return to the service of the University College for at least two (2) academic years immediately after such leave.
- c. Two-year Sabbatical leave with pay may be granted after nine (9) years of continuous **service** without study or sabbatical leave. This applies **to** academic senior members who,

since appointment in GCUC, have at least risen to the rank of senior lecturer. Grantees shall be required to return to the service of the University College for at least three (3) academic years immediately after such leave.

## **5.0 Special Cases of Sabbatical Leave**

These will include:

- a. Sabbatical leave without pay, where circumstances so demand
- b. An in-house sabbatical leave, whereby an academic senior member is relieved of teaching responsibilities to enable him/her take up administrative duties at GCUC .

## **6.0 Sanctions**

The applicant for a sabbatical leave shall be required to agree in writing to comply with the following obligations and also accept sanctions for failure to fulfil these:

- a. To engage in the kind of work/Job or activity during sabbatical leave as specified in agreement as in Section 1.2
- b. To return to the service of GCUC immediately after such Leave.
- c. To refund any payment made by GCUC in case of default.
- d. To submit, within one month of return from sabbatical leave, a report on his/her sabbatical leave activities specified in his/her application.

## **7.0 Obligations of GCUC and Grievance Redress**

GCUC shall, in writing, agree to comply with the following obligations and also accept not to deter the grantee in case of his/her pursuit of redress for any breach of agreement on its part:

- a. Payment of basic salary during Sabbatical leave
- b. Timely/immediate restoration of allowances and other benefits on return of the grantee.
- c. Payment of cost of travel directly associated with sabbatical leave.

Should GCUC fail in its obligations, the grantee may seek redress through a complaint submitted to the President through his/her Head of Department.

### **8.0 Application Procedure for Sabbatical Leave**

Applicants must fill a prescribed application form and submit to the registrar through the Head of Department for approval by Management at least six (6) months before the start of the leave. The application procedure culminates in the signing of contractual agreement between GCUC and the applicant.

### **9.0 Sabbatical Leave and Conditions of Service**

Provision for sabbatical leave is to be made in the Conditions of Service for Staff of GCUC. Merging of sabbatical leave policy with the other types of leave to obtain a composite policy for all types of leave

### **10.0 Appointment of Visiting Academic Senior Members on Sabbatical Leave From Other Institutions**

Academic Senior Members of a recognised higher education institution who are on Sabbatical Leave may be offered appointment as visiting staff and this shall be in accordance with the relevant Statutes and regulations of GCUC.

Such an appointment shall be offered/made:

- a. to academic positions in a Department but the visiting staff may be assigned administrative duties in addition
- b. to improve the staff mix of the Department and shall not involve a rank below senior lecturer.
- c. against a departmental vacancy and may involve replacement of a senior member of the Department who is on leave.
- d. normally for a duration not exceeding one academic year but may be extended for a period, depending on the remaining sabbatical leave period of the visiting staff
- e. to not more than one visiting staff in a Department at a time



- f. under such terms and conditions of appointment that are specified in a contractual agreement between GCUC and the visiting staff.

**11.0 Review and Update**

This Sabbatical Leave Policy shall be subjected to reviews from time to time as determined by Management

Prof. K.J. Opoku-Afriyie	-	Chairman	.....
Dr. Isaac Tweneboah Agyei	-	Member	.....
Mr. Emmanuel Awusi	-	Member	.....
Ms. Herrita Asante	-	Member/Sectetary	.....