

**Memorandum of Understanding
Between
Olympic College and
The Olympic College Association for Higher Education**

Olympic College (the “Employer”) and the Olympic College Association for Higher Education (the “Association”) enter into this Memorandum of Understanding regarding extension of the faculty sabbatical request deadline for 2022-2023 academic year.

1. Due to a very low number of sabbatical requests and the uncertainty of conditions at the time when requests were due, both parties agree as follows:
 - a. The Sabbatical request deadline for the 2022-2023 academic year will be extended to April 8th, 2022.
 - b. All requests for sabbatical must follow the standard sabbatical request guidelines as stipulated in Appendix A, Section 12 of the CBA and as established by the Sabbatical Committee.
 - c. Only sabbatical requests for Winter 2023 and/or Spring 2023 quarter(s) will be considered as either one (1) or two (2) quarter release.
 - d. Per guidelines of the CBA, requests will be submitted to HR for initial qualification review and then sent to the Sabbatical Committee for consideration.
 - e. Recommendations by the Sabbatical Committee will be made to the President by April 15th, 2022.
 - f. Recommendations will be forwarded to the Board of Trustees for vote at the regular April 19th, 2022 Board meeting.
 - g. Any sabbaticals currently approved and scheduled to be presented at the March Board meeting will be moved to the April meeting agenda. Those that have been approved by the Sabbatical Committee and the President will be ranked ahead of any requests made within the extended deadline stipulated in this Agreement.
 - h. This Agreement will only apply to the 2022-2023 academic year.

The Olympic College Association of
Higher Education



By: Craig Goodman
Title: OCAHE President
Date: 3/8/2022

Olympic College



By: Martin Cockroft
Title: Interim Vice President for Instruction
Date: 3/14/2022