

College Verified Sabbaticals

Purpose:

The primary customers for the Dickinson College Children's Center (DCCC) are the employees of the College, many of whom are faculty. Sabbaticals can present unique childcare challenges, both to the faculty and to the DCCC. In light of this, DCCC has adopted the following policy which is designed to balance the needs of faculty taking sabbaticals with those of the DCCC and its other customers. In order to be afforded the considerations provided by this policy, faculty on sabbatical must adhere to the policy's prescribed procedures.

Definition:

"Dickinson Faculty" – Parents of children enrolled in DCCC who are also employed as full time faculty by Dickinson College. For purposes of this policy, such parents shall either be: a) planning to take a sabbatical in the future; b) currently taking a sabbatical; or c) returning from a sabbatical.

Procedure:

Upon approval of a sabbatical, Dickinson faculty are required to notify the DCCC office in writing of upcoming changes in work schedule including dates, work hours, contact numbers and work locations.

Dickinson faculty may inquire within the DCCC office via e-mail or written letter to discuss enrollment options during the sabbatical time frame.

Due to the financial obligations of the DCCC and the impact of lost revenues on the quality of care provided by DCCC, no holding of spots (without payment) will occur.

DCCC will offer the following options to Dickinson Faculty:

1. Withdraw completely from DCCC or decrease the number of days attending. (Note that Infants and Puppies are full-time only, so decreasing days is not an option in these cases.) If withdrawal or decreased attendance is chosen, a family will complete a new application and be placed at the top of their priority category upon return from a sabbatical. There are no guarantees with this option, as openings vary from year to year. Therefore, faculty who are planning a semester sabbatical are encouraged to plan for a spring sabbatical in order to increase their odds for re-enrollment. However, it should be understood that even this will not guarantee that space will be available for re-enrollment.
2. Continue to pay for the spot, whether attending or not. In this case, the child will remain enrolled in the Center and continue attendance at the end of the sabbatical.