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**MACHAKOS UNIVERSITY**  
**ISO 9001:2015 Certified**



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## SABBATICAL LEAVE POLICY

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Machakos University  
P. O. Box 136-90100  
Machakos, Kenya

[www.mksu.ac.ke](http://www.mksu.ac.ke)



## LIST OF ACRONYMS

ISO - International Standardization Organization

MKSU - Machakos University

ASA - Academic and Student Affairs

APF - Administration, Planning and Finance

COD - Chairman of Department



## FUNDAMENTAL STATEMENTS

### VISION STATEMENT

A preferred University of excellence in scholarship and service delivery

### MISSION STATEMENT

Provide scholarly education through training, research and innovation for industrial and socio-economic transformation of our communities

### PHILOSOPHY

Education for industrial and economic transformation

### QUALITY POLICY STATEMENT

Machakos University aspires to be a model Institution of higher learning committed to providing competitive and professional programmes. The University is committed to providing high level manpower through quality training, research, consultancy and community service. These shall be attained through customer satisfaction, good corporate governance, integrity and professionalism, creativity and responsibility, teamwork and adaption to change.

In order to realize this commitment, the University shall comply with all applicable requirements through the implementation of an effective quality management systems based on ISO 9001:2015. The University's Management shall through ISO team ensure the establishment of quality objectives at departmental level. Annually, the Heads of Departments shall review the established quality objectives. The University's Top Management shall ensure annual review of this policy for continuing suitability.



## CORE VALUES

- Integrity** – To honestly deliver on our promises to our stakeholders
- Accountability** – To always be accountable in the assigned duties
- Professionalism** – To be committed to high standards of training and service delivery
- Inclusivity** – Respect for diversity
- Creativity** – Determination to continually improve
- Teamwork** – To actively work together to achieve common goals
- Equity** – To strive to be an equal University where meritocracy is practiced in all areas

## FOREWORD

Machakos University has a strong technical background and has therefore built a unique niche in training technical personnel in diverse areas of Civil Engineering, Electrical and Electronic Engineering, Fashion Design and Marketing, Humanities and Social Sciences, Hospitality, Business, Education, Agribusiness and Applied Sciences. The sabbatical policy is in line with the need to facilitate faculty enhance their skills further through research or sabbatical leave even as the university strives to remain true to its vision and mission.

The central goal of Machakos University Sabbatical Leave Policy is to provide relevant guidelines that govern the provision for and the granting of sabbatical leave to lecturers, senior lecturers, associate professors and full professors in the institution.

It is expected that this policy will prove invaluable in facilitating the academic members of staff to bridge research gaps in their professional fields that may be occasioned by constraints of time and resources. On its part, Machakos University pledges to update and improve this document from time to time on need basis to accommodate emerging needs related to provisions for sabbatical leave.

**SIGNED:** .....  
**PROF. LUCY IRUNGU, PHD**  
**VICE-CHANCELLOR, MACHAKOS UNIVERSITY**

.....  
**DATE**

**SIGNED:** .....  
**DR. MECHAH CHARLES MOTURI, PHD**  
**COUNCIL CHAIRMAN, MACHAKOS UNIVERSITY**

.....  
**DATE**



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## 1.0 PREAMBLE

Machakos University, formerly Machakos University College established through the Machakos University Order, Legal Notice NO. 161 of 4th November, 2011 as a Constituent College of Kenyatta University was chartered on 7<sup>th</sup> October 2016. Machakos University aims at becoming a leading center of academic excellence in Technical, Professional and Scientific education, research, training and community service both nationally and internationally.

## 2.0 MANDATE

- a) Provide directly or in collaboration with other institutions facilities for technological, professional and scientific education
- b) Advance knowledge and its practical application by Research, Innovation extension and other means
- c) Disseminate the outcomes of research by various means, and commercially exploit the results of such research
- d) Participate in technological innovation as well as in the discovery, transmission and enhancement of knowledge and to stimulate intellectual life in economic, social, cultural, scientific, and technological development
- e) Contribute to industrial and technological development of society in collaboration with industry and other organizations
- f) Make proposals for new programmes of study including those that culminate with degrees, diplomas and certificates
- g) Make proposals for the establishment of colleges, campuses, faculties, schools, institutes, departments, and other resource and administrative units as may be appropriate from time to time

## 3.0 POLICY STATEMENT

The University considers that in the interests of both the University and academic members of staff, it is desirable that academic staff be released from their normal duties at intervals during their career to undertake further study or sabbatical leave.

In accordance with Machakos University's statutes, this policy establishes the standards for requesting sabbatical leave and the requirements upon returning from an approved sabbatical leave.



## 4.0 RATIONALE

Sabbatical Leave is a form of paid leave which is free from all teaching and administrative duties, to undertake research or other appropriate study related to an individual's academic or professional field. It is a leave with pay and a privilege which may be granted to an individual who has for at least six years continuously demonstrated, preferably by published or otherwise recognized work, substantial ability in scholarship, research and training, or other creative work.

## 5.0 SCOPE

The policy shall apply to all academic staff in the grades of Lecturer, Senior Lecturer, Associate Professor and Professor.

## 6.0 PURPOSE

The purpose of this policy is to provide guidelines to the University Management for staff on sabbatical leave.

## 7.0 POLICY OBJECTIVES

- a) To provide a period of time off the University for academic staff to study or research.
- b) To provide opportunities for skill development for University Academic staff.
- c) To assist staff to maintain high quality in research, scholarship, teaching and innovation for which Machakos University is renowned.

## 8.0 QUALIFICATIONS

To qualify for Sabbatical leave, the staff must;

- a) Be on permanent terms of employment in the University.
- b) Be in grades of Lecturer, Senior Lecturer, Associate Professor or Professor.
- c) Have completed six years continuous service in the University from the date of appointment or since return from sabbatical or study leave.
- d) Show evidence of academic activities/research to be undertaken in the host institution.

## 9.0 DURATION

Sabbatical leave shall be granted for a period of nine (9) consecutive months after six years of continuous service.

## 10.0 APPLICATION REQUIREMENTS

Requests for sabbatical leave should be submitted to the Vice Chancellor through the Departmental Head, Dean of school, Deputy Vice-Chancellor (ASA) and Deputy Vice-Chancellor (APF). The application must clearly detail the following:

- a) **Purpose** – Clearly describing the nature and significance of the project to be undertaken during the leave, including a clear and concise statement of objectives.
- b) **Projected results** –The applicant must describe tangible results that the project will have, and how he/she plans to disseminate the results (e.g., publication, exhibition, sharing of new pedagogical techniques or materials with peers).
- c) **Justification** – The applicant to state how the project will contribute to his/her own scholarly development and how it will benefit the department, school and or the University as a whole. Further, the applicant should indicate how the project requires a time commitment beyond what is involved in the normal activities encompassed in teaching, research, scholarship, and service within the University.

**Note:** If the project requires access to restricted libraries or laboratories, or affiliation with other institutions, applicant shall append invitations, letters granting access, space, or support from the relevant authorities.

## 11.0 ENTITLEMENTS

While away on sabbatical leave, the faculty member shall be entitled to full pay plus substantive allowances and any other entitlements applicable to Machakos University staff.

## 12.0 TERMS OF SABBATICAL LEAVE

- a) The applicant must propose arrangements to cover for teaching, research, supervision of students, administrative duties and responsibilities.
- b) Every faculty or academic staff member who is awarded a sabbatical leave shall be required to submit a written report to the Vice-Chancellor through his or her department head, Dean and Deputy Vice-Chancellor (Academic and Students Affairs), specifying what was accomplished during the leave.

The report is to be submitted within two months on return from leave. The Dean will send the report to the Vice-Chancellor, through the Deputy Vice-Chancellor (Academic and Student Affairs). The Vice-Chancellor will acknowledge receipt of the letter.

### **13.0 MONITORING AND REVIEW**

Sabbatical leave that is granted through this policy shall be recorded on an employee's file so that it can be monitored for equal opportunity purposes.

This policy will be reviewed after every four (4) years or when need arises.

### **14.0 EFFECTIVE DATE**

This policy shall take effect from the date of signing.



Appendix I: Process chart for application for sabbatical leave

