

**ARTICLE 4.10. - Sabbatical Leave**

**Section 1 - Eligibility**

Bargaining unit members who have completed seven (7) consecutive years of service in the school district shall be eligible. No more than one (1) percent, to the nearest whole number of certificated employees may be granted sabbatical leave in any one school year. This leave may not be used to extend any other leave and may not be granted more than once every seven (7) years for any respective teacher.

**Section 2 - Activities**

Sabbatical leave may be granted for the purpose of study in an institution of higher learning, for independent study on a project or problem of value to the school district or for educational travel or any combination of the above, as approved by the Board. Study at an institution of higher learning shall be limited to programs which will improve the instructional skills of the teacher in his assigned area of responsibility at the time of the application.

**Section 3 - Stipend**

Sabbatical leave computations will be made on the basis of locating the individual on the teachers' salary schedule according to his training and experience and will not reflect added indices for additional duties or extra weeks. Stipends will be determined as follows:

- (a) Certificated employees with sixteen (16) or more years of service in the system will qualify for sixty percent (60%) of their annual pay, and a like percentage of Board contributions to insurance fringe benefits.
- (b) Certificated employees with seven (7) through fifteen (15) years of service in the system will qualify for fifty-five percent (55%) of their annual pay, and a like percentage of Board contributions to insurance fringe benefits.

The above stipend will be paid to the teacher during the year of the leave.

**Section 4 - Application**

The application must be submitted to the Personnel Office on a form provided, not later than the first teaching day in February, preceding the year in which the sabbatical is to be taken. (A waiver on considering applications received after the deadline may be granted by the Review Committee.) The application must include a carefully developed plan for study and/or travel.

**Section 5 - Selection and Approval**

Application for sabbatical leave will be reviewed by a committee of teachers and administrators. The committee will include two (2) administrators appointed by the Superintendent and one (1) teacher appointed by the Association. The recommendation of the committee on each application will be forwarded to the Superintendent and Board for consideration. The applicant will be notified of the recommendation of the committee and the final action of the Board by March 15. Criteria for selection will be:

- (a) The value of the proposed plan to the district; and
- (b) Improvement of the professional service of the applicant.

**Section 6 - Terms of Sabbatical Leave Agreement**

- (a) The applicant agrees to return to the service of the district for a period of two (2) years. In the event of failure to return to the school district, the applicant shall repay the full stipend in twelve (12) equal monthly

installments from the date the applicant should have returned to the school district. If the second year is not completed, the applicant must refund fifty percent (50%) of the sabbatical stipend received in twelve (12) equal monthly installments from the date the applicant should have returned to service for the second year.

- (b) The applicant may accept scholarships, fellowships, assistantships, and the like where the purpose of the grant or appointment is in harmony with the stated purpose for the leave.
- (c) Remunerative employment while on leave may be accepted only if the tasks demanded are of clear educational advantage to the applicant, if approved by the Superintendent.
- (d) Any deviation from the approved sabbatical leave plan must be submitted in advance of the deviation to the Superintendent and Board for approval.
- (e) The applicant agrees to submit a written, and if requested, oral presentation to the Superintendent and Board upon return to duty. Such written presentation shall be submitted to the Superintendent and the Board no later than one hundred twenty (120) calendar days following the applicant's return to the service of the School Corporation. Additional time within which to submit said report may be granted by the Superintendent for good cause provided that a request for such extension of time is submitted in writing to the Superintendent not less than thirty (30) calendar days before said report is due to be submitted. The report shall consist of the following points:
  - (1) A statement of the goals and objectives for which the sabbatical leave was granted.
  - (2) A description of the activities followed which were intended to achieve the goals; i.e., travel experiences, courses studied, publications or printed material developed.
  - (3) Evaluative statements of supervisors or instructors who were involved in coordinating or supervising the project.
  - (4) A statement of the applicant regarding his assessment of the worth of the sabbatical leave experience as it specifically relates to the applicant's project.
- (f) The applicant retains seniority, retirement and tenure rights as if he were in regular employment. The applicant also will be entitled to regular increments on the salary schedule earned during this period as if he were in regular employment.
- (g) Upon return, the applicant will be restored to his former position in accordance with the provisions of Policy 3130, if appropriate notice is given. The applicant shall notify the school corporation in writing of their intent to return forty-five (45) days prior to the end of the last semester of their leave.