

## SABBATICAL LEAVE

### **In accordance with the MEA Collective Bargaining Agreement 8-6:**

The granting of sabbatical leaves is strongly recommended. Sabbatical leave for one semester or one year may be granted to full-time employees in the school district. Mini-sabbaticals may be available for durations of less than one semester.

- A. Said leave may be granted to employees who have demonstrated by their performance and their application for sabbatical leave that such experience would make a contribution to the improvement of the instructional program of the school district.
- B. To be eligible for semester or full-year sabbatical leave an individual must have been employed for at least seven full-time continuous years of service in the school district. Any teacher who has been employed by the District for seven continuous years, at half-time or more, may apply for mini-sabbaticals.
- C. Sabbatical leave may be granted for study, travel, research, or any professionally advantageous activity.
- D. Applications for sabbatical leave shall be submitted in writing on a Sabbatical Leave Form to the Superintendent no later than February 15 of the year preceding the school year in which the leave is sought and will be approved or disapproved for recommendation by a joint sabbatical review Panel comprised as follows: The Superintendent, or designee, a building administrator, and three teachers selected by the Association. The Board shall notify the successful applicants by letter no later than March 15 of the year preceding the school year in which the leave is sought.
- E. A maximum of 1.5 percent of the teaching staff members (FTE equivalent) may be granted sabbatical leave each year. In the event there is more than the designated 1.5 percent, the remaining applicants shall be ranked as alternate, and notified of the same. The granting of sabbatical leave, however, is at the discretion of the school district. Applicants not selected will be given reasons for denial. Teachers on sabbatical leave will be paid regularly per contract with retirement deduction and two-thirds their annual salary. Teachers on mini-sabbaticals will receive the equivalent of two-thirds (2/3) their calculated daily salary for each activity-day of their sabbatical. Health and dental insurance as contained herein, social security benefits and other related benefits shall continue in effect during the period of leave. Further, the teacher shall accrue seniority and accumulative sick leave shall be retained while on leave.
- F. When funding for sabbatical leave at two-thirds (2/3) of the applicant's annual salary is exhausted, or in cases of declining budgets, the Board of Trustees grant sabbatical proposals which are not cost neutral. Cost neutral sabbaticals are not intended to replace, or supersede, the sabbatical referred to in 8-6(F).
- G. A teacher receiving a sabbatical leave shall agree to return to the District for at least one year following said leave.
- H. A teacher returning from sabbatical leave shall submit to the Superintendent, no later than October 10, a report summarizing educational activities and experience during the sabbatical.
- I. The District may grant additional leave without pay for up to one additional year after sabbatical leave. Upon return from leave without pay, the teacher shall be placed on the appropriate step of salary schedule without receiving an increment for time spent on unpaid leave.
- J. Any teacher who is granted sabbatical leave with or without additional leave but does not complete the requirements of the provisions shall return to the District the monies paid to such teacher.
- K. A teacher on sabbatical leave will be returned to his/her original position if that position was filled during his/her absence.

**[\(Sabbatical Leave Application\)](#)**