

Section 11 – Sabbatical Leave

- 11.1 Purpose – Sabbatical leaves may be granted for the following purposes:
 - 11.1.1 To work on a project that directly relates to the performance of the applicant’s present assignment, to the operation of the department of which s/he is a member, to the school of which s/he is a member, or to the District.
 - 11.1.2 To attend a college or university for course work – eight (8) semester units per semester of leave to be completed prior to return from leave.
 - 11.1.3 To undertake a personal plan of study.
 - 11.1.4 To travel.
 - 11.1.5 For a combination of any of the four previously mentioned categories.
 - 11.2 Length of Sabbatical Leaves – Sabbatical leaves may be granted for the following periods of time:
 - 11.2.1 One (1) year, compensated at sixty percent (60%) of the salary of the unit member, or
 - 11.2.2 One (1) semester, compensated at eighty percent (80%) of the salary of the unit member for the semester on sabbatical leave.
 - 11.2.3 Travel sabbaticals shall be limited to one (1) semester.
 - 11.3 Application Procedure – Application for leave pursuant to this Article shall be submitted in writing on district approved forms by February 1 for leaves under Section 11.1.1 above, and by the last working day in October for all other categories.
 - 11.4 Application Review and Approval
 - 11.4.1 Each year the Superintendent or designee will establish a Sabbatical Leave Committee composed of one (1) certificated staff member from each school, and three (3) certificated staff members appointed by the Superintendent or designee. The Assistant Superintendent, Human Resources, or designee shall chair the Committee. The Committee will review and evaluate applications and forward its evaluations of “Recommended” or “Not Recommended” to the Superintendent and notify the applicants of the recommendation in a timely manner.
- ARTICLE VII - LEAVES– Section 11.4.2
- 11.4.2 The Superintendent will review the service records of the applicants and the recommendations of the Sabbatical Leave Committee, make his/her own analysis of the quality of the applications, and present his/her sabbatical leave recommendations to the Board of Trustees by the last working day in March.

- 11.4.3 The Board will act to grant or deny sabbaticals no later than the regular Board meeting following presentation of the Superintendent's recommendations to the Board.

11.5 Eligibility

- 11.5.1 A unit member who has completed seven (7) or more years of continuous service in the District, and who is tenured at the time of application, may apply for a sabbatical leave of absence. To be eligible for sabbatical leave the unit member must have a minimum of seven (7) consecutive years of paid service between sabbaticals.
- 11.5.2 Leaves of absence granted by the District shall not be considered a break in service for the purposes of this Article, but shall not be credited as service in computing the seven (7) years in Section 11.5.1 above.
- 11.5.3 The number of unit members granted sabbatical leave in any year shall not exceed five percent (5%) of the bargaining unit, based on full-time equivalents. Provided all eligibility, application, and review standards are met, each year for the duration of this Agreement the District will grant sabbatical leaves within the percentage provided in this section when such leaves can be granted at no cost to the District. Cost calculations will be based on information available as of February 15.
- 11.5.4 To be eligible for sabbatical leave, a unit member must have met two or more of the three designated standards on his/her most recent Formal Conference evaluation or have a satisfactory performance evaluation on the most recent Formal Conference evaluation.
- 11.5.5 The Superintendent will establish a rank order from those qualified for sabbatical leave as soon after January 15 as administratively practicable. Priority for this rank order shall be established by the number of years the applicant has been employed in this district since his/her most recent hire date. If the applicant has had a previous sabbatical leave, the number of years of service for this purpose shall be those since the previous sabbatical leave. Unit members with two (2) previous sabbaticals shall be placed at the bottom of the eligibility list.

11.6 Miscellaneous

- 11.6.1 Upon being granted sabbatical leave, the unit member will sign an agreement
- ARTICLE VII LEAVES – Section 11.6.1 (Continued)

to return to the District for twice the length of the sabbatical leave. A bond securing this agreement will be required of the unit member, the cost to be equally shared by the District and the recipient.

- 11.6.2 Full step advancement credit will be granted on the salary schedule for sabbatical leave.
- 11.6.3 Within sixty (60) calendar days after returning to duty following a sabbatical leave, each sabbatical recipient shall submit in writing to the Human Resources Office on district approved forms, and with appropriate support materials, evidence of completion of the program for which the leave was granted. A report to the board will be scheduled for a board meeting within the first semester of the unit member's return from Sabbatical.
- 11.6.4 The program for which the sabbatical leave is granted will be carried out without substantial deviation unless there is prior approval in writing from the Assistant Superintendent, Human Resources. Failure to carry out all or part of the approved program for which the leave is granted may be cause for the District to recover all or part of the amount of compensation paid to the employee during the sabbatical leave of absence.
- 11.6.5 Unit members who wish to decline sabbatical leaves granted by the Board of Trustees must have prior approval from the Assistant Superintendent, Human Resources. Requests for cancellations of sabbatical leaves shall be made in writing to the Assistant Superintendent, Human Resources. Requests may be denied based on staffing needs.
- 11.6.6 The District will make available to unit members granted sabbatical leave information regarding the options that are available for State Teachers' Retirement System contributions.