

# REQUEST FOR SABBATICAL LEAVE OF ABSENCE

Sequoia Union High School District  
Human Resources

Last Name:

First Name:

Date:

School:

Present Assignment:

For school year:

**Please note:** Before completing this application, you are urged to carefully read Article VII, subsection 11, of the SDTA contract. The Sabbatical Leave Committee is charged with the responsibility of recommending or not recommending your request for leave according to the procedure outlined in the agreement. **It will be your advantage to make your request as complete and specific as possible.** Please feel free to attach additional information sheets as necessary. The committee may not recommend an incomplete application.

- **The completed sabbatical leave application to attend a college or university (11.1.2); to undertake a personal plan of study (11.1.3); to travel (11.1.4) or a combination (11.1.5) must be returned to the Human Resources Office before the close of business on the last working day of October.**
- **A sabbatical leave request to work on a project that directly relates to the performance of the applicant's present assignment (11.1.1) must be returned to the Human Resources Office before the close of business on the last working day of February.**

1. Type of Sabbatical Requested (*check one*)

- a. District or school project
- b. Course work at college or university (*8 semester units each semester*)
- c. Personal plan of study
- d. Travel (*restricted to one semester – 100 days*)
- e. Combination – includes combinations of any of the four above categories

Indicate categories involved in combination:

2. Time Period of Sabbatical (*check one*)

- Full Year       Fall Semester       Spring Semester

3. Have you had a sabbatical leave or leave of absence in the past?     Yes       No

If yes, length:

Semester:

School year:

4. **Description of sabbatical leave purpose and activities**

A. All applications must include:

1. a statement of goals (what you plan to achieve and why).
2. a description of how your study or project relates to your professional growth, to your present assignment, or to the goals of the district.
3. specific plans for achieving your goals.
4. plans for final presentation and dissemination of your report, data, and/or materials.

4. **Description of sabbatical leave purpose and activities (*continued*)**

B. School project study and/or travel sabbatical must also include:

1. the school(s) you plan to attend and the titles of the courses and number of units you plan to take each semester and during the summer. If this is not available, please indicate the academic areas in which you plan to study. School(s) must be accredited.
2. a **detailed** itinerary which includes travel plans for a minimum of one hundred days per semester and during the summer. When visitations are planned, please include a list of nations, countries, schools and/or school districts you plan to visit or a list of individuals you plan to interview.
3. a **detailed** description of the manner in which you plan to gather your data. (The basic premises or questions upon which your study is to be based, questionnaires you plan to use this information). **This is an absolute must.**

**Please use the attached form to describe your sabbatical.** If you have any questions about the preparation of the sabbatical leave description, please contact the Human Resources office.

5. **Required Reporting:** Please include plans for written reports for travel, personal plan of study, or for evidence of successful completion of course work within the required time limits. A written report on a district form, describing activities and accomplishments of the sabbatical leave, must be filed within sixty (60) calendar days after returning to duty following a sabbatical leave. The report must demonstrate that the purpose of the sabbatical leave was carried out.
6. **Bonding Requirements:** Arrangements for performance bonds must be made by the individual directly with the bonding company. The bond guarantees your service to the district for twice the length of your sabbatical leave (Ed Code 44969). Information about obtaining a bond will be supplied by the Human Resources department after Board approval of leaves.
7. **Assignment after Leave:** Education Code Section 44973 provides, "At the expiration of the leave of absence of the employee, he shall, unless he otherwise agrees, be reinstated in the position held by him at the time of the granting of the leave of absence."
8. **Request for Cancellation of Sabbatical Leave:** Sabbatical leaves become official when approved by the Board of Trustees. All requests for cancellation must be in writing and forwarded to the Assistant Superintendent of Human Resources. Request for cancellation by be denied based on staffing requirements.

Principal's Recommendation:

Recommended     Not Recommended

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*Applicant's Signature*

*Date*

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*Principal's Signature*

*Date*

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## **DESCRIPTION OF SABBATICAL LEAVE PURPOSE AND ACTIVITIES**

*(Please answer all appropriate questions requested in number 4 on pages 1 and 2 of application.)*