

SABBATICAL TIME LINE

August	Request to cancel Sabbaticals are subject to approval from the Human Resources Department based on staffing needs
October 1	Send information on Sabbatical Leaves to teachers
October 30	60 days after the start of school: Reports due on Sabbaticals from previous school year and spring semester
The last working day of October	Sabbatical Leave applications 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) are due
November 1	Request to SDTA for committee members (1/school) and to the Superintendent (3 certificated staff) if applications are received; Committee is chaired by the Assistant Superintendent of Human Resources
December 1	Bond due for spring Sabbaticals
The last working day of February	Sabbatical leave applications to work on a project that directly relates to the performance of the applicant's present assignment due (11.1.1)
March 1	60 days after start of 2 nd semester: Reports due on Sabbaticals from fall semester
March 15	Committee reports to the Superintendent rating applications as "recommended" or "no recommended"
March 15-31	Superintendent reviews applicants and the committee recommendations
March 31	Superintendent makes recommendations to the Board of Trustees on applicants no later than March 31
Next Board Meeting	Board must act to grant or deny sabbaticals at the next regularly scheduled Board Meeting following the Superintendent's recommendations
May 1	Bonds due for year and fall semester