

1 338 . SABBATICAL LEAVE

2 **1. Purpose**

3 This policy specifies the manner in which sabbatical leaves for administrative employees will be provided.

4
5 **2. Authority**

6 The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent
7 with law, where applicable.

8
9 **3. Guidelines**

10 **A. Purpose**

11 A person qualifying for a sabbatical leave under the law shall be granted a sabbatical leave
12 provided that in the case of a:

- 13
14 1. **Sabbatical Leave for Restoration of Health:** The request for the leave must be
15 substantiated by a written statement from a medical doctor (physician) stating that the
16 leave is necessary.
- 17
18 2. **Sabbatical Leave for Study:** The request must indicate the college/university that the
19 employee will be attending, the number of credits that will be carried, and area of study,
20 e.g., Elementary Education, Administration, etc. The employee shall submit to the
21 Superintendent a transcript during the first month of return to employment.
- 22
23 3. **Sabbatical Leave for Travel :** The request must indicate an itinerary of travel plans
24 including places to be visited. A written report of travel activities shall be submitted to
25 the Superintendent during the first month of return to employment.

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27 **B. Eligibility**

28 The total number of administrative employees on sabbatical leave at any one time shall not
29 exceed ten percent (10%) of those eligible.

30 *§1167*

31 To be eligible for consideration for sabbatical leave, an individual employee shall have
32 rendered at least ten (10) consecutive years service to the Commonwealth, five (5) of which
33 shall be in this district.

34 *§1167*

35 **C. Application**

36 An application for sabbatical leave shall be made on the approved district form to the
37 Superintendent by the end of the school year prior to the school year of desired leave.

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39 Each application for sabbatical leave shall be approved by the Board.

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41 **D. Selection**

42 Priority in selection, if any, shall be given to length of service in district since a previous
43 sabbatical leave, and value of the leave to the district as a whole, soundness of the leave
44 proposal, other extenuating circumstances.

45 *§1167*

46 **E. Commitment of Employee**

47 A sabbatical leave may be taken for the period approved. Compensable employment may not
48 be engaged in while the employee is on sabbatical leave. Acceptance of sabbatical leave

Section: Administrative Employees
Title: Sabbatical Leave
Date Adopted:

49 incurs a commitment by the employee to return to active duty in this district immediately
50 following said leave of absence for one full school year unless physically or mentally unable
51 to do so.
52 *§1168*

53 Should it be determined by the Board that the intent of the sabbatical leave plan was not
54 fulfilled or was only partially fulfilled, action may be taken to apply appropriate financial
55 penalties.
56

57 **F. Commitment of Employer**

58 At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be
59 reinstated in the same position held at the time of the granting of said leave of absence.
60 *§1168*

61 Time on sabbatical leave shall be counted as time on the job for purposes of seniority where
62 applicable in the district, retirement fund payments, accumulation of sick leave and for no
63 other purpose.
64 *§522.1*

65 **G. Compensation**

66 During the period of sabbatical leave, an employee shall be compensated at one-half the
67 salary to which the employee would have been entitled had s/he not taken leave and no other
68 amount.
69 *§1169*

70 While on leave, the employee shall be entitled to insurance benefits provided other
71 administrative employees of a similar class.
72 *School Code: §522.1, 1166 et seq*