

Policy No. 338

Section ADMINISTRATIVE EMPLOYEES

# Policy Guide

Title SABBATICAL LEAVE

Adopted AUGUST 21, 1989

Revised \_\_\_\_\_

	<b>POLICY NO. 338 SABBATICAL LEAVE</b>	
1. Purpose	This policy specifies the manner in which sabbatical leaves for administrative employees will be provided.	
2. Authority	The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent with law, were applicable.	SC 1166-1171 Act 66
3. Guidelines	<p><b><u>Purpose</u></b></p> <p>A sabbatical leave for administrative employees shall be granted for <b>restoration of health</b> identified in School Code.</p> <p><b><u>Eligibility</u></b></p> <p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of those employees eligible.</p> <p>To be eligible for consideration for sabbatical leave, an individual employee shall meet all the conditions specified in School Code.</p>	<p>SC 1166, 1167</p> <p>SC 1166</p>
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SABBATICAL LEAVE**

Application

An application for sabbatical leave shall be made on the approved District form to the Superintendent.

Selection

Priority in selection, if any, shall be given to length of service in District since a previous sabbatical leave and in accordance with regulations approved by the Board.

Commitment of Employee

Before a sabbatical leave request can be approved, the applicant shall sign the following statement and attach it to the request for leave:

*I understand and agree that, by accepting a sabbatical leave, I assume the obligation to return to school service for a length of time equal to that of the leave period, or failing that, to repay the School District an amount equal to that expended by the District on my behalf in salary, fringe benefits and retirement contributions during the leave period.*

At the discretion of the Board, the employee's obligation to return or repay as expressed in the above statement may be waived **at the conclusion of the sabbatical.**

Monthly status reports from a person on sabbatical leave are required. Reports shall be submitted to the Superintendent for the months that school is in session at the end of each month,

SC 1168

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September through May.

**Commitment of Employer**

Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the District, for retirement fund payments and for no other purpose.

Sec. 522.1

**Compensation**

During the period of sabbatical leave, an employee shall be compensated consistent with School Code.

SC 1169