

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide

Policy No. 438
Section PROFESSIONAL EMPLOYEES
Title SABBATICAL LEAVE
Adopted AUGUST 21, 1989
Revised OCTOBER 28, 1999

POLICY NO. 438 SABBATICAL LEAVE		
1. Purpose	This policy specifies the manner in which sabbatical leaves for professional 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	<u>Purpose</u>	
	A sabbatical leave for professional employees shall be granted for restoration of health identified in School Code.	
	<u>Eligibility</u>	
	The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of those employees eligible.	SC 1166, 1167
	To be eligible for consideration for sabbatical leave, an individual employee shall meet all the conditions specified in School Code.	SC 1166
	<u>Application</u>	
	An application for sabbatical leave shall be made	

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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, September through May.

SC 1168

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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