



## **SABBATICAL LEAVE – SUPPORT STAFF**

Sabbatical leave is a paid educational leave provided to support staff. The purpose of the leave is to assist the Division to meet Board identified needs. By providing such opportunities for employees, the Board believes that student success and achievement will be enhanced.

Sabbatical leave for support staff may be short term or up to a maximum of two years.

Application requirements and the terms and conditions of sabbatical leave are outlined in the accompanying regulations.

Adopted September 1, 2009	Revised April 15-16, 2010	
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## SABBATICAL LEAVE – SUPPORT STAFF

The regulations that follow outline the application process and requirements, approval procedures and the employee/Division sabbatical agreement.

### 1. Process

- a. For the purpose of this policy, the Board of Trustees shall identify the personnel needs of the Division each year in September. The Board shall inform support staff and school committees of these needs.
- b. In order to ensure that appropriate financial and personnel planning may occur, the deadline for applications for sabbatical leave is December 15<sup>th</sup>.
- c. The Chief Superintendent will present all qualified applications for sabbatical leave to the Board of Trustees at their January meeting for review and approval or denial.
- d. Applicants will be informed of the Board's decision within a reasonable timeframe following the meeting.
- e. If an application for sabbatical leave is approved, the employee will receive a leave of absence for a maximum period of two years or a lesser period of time as may be approved by the Board of Trustees.
- f. The appropriate school committee shall be informed if a sabbatical leave is approved.
- g. The terms of the sabbatical leave shall be included in a Memorandum of Understanding between the employee and the Division.

### 2. Applications

- a. To be eligible for sabbatical leave, an employee must have a minimum of three years exemplary, full-time and continuous service as a permanent employee within the Division.
- b. Applications shall include the following:
  - i. statement of request,
  - ii. value to the Division based on the needs identified and circulated by the Board,
  - iii. value to the employee,
  - iv. program outline,
  - v. appropriate post-secondary or other institution requirements acceptable to the Division,
  - vi. estimated costs of program and other anticipated expenses,
  - vii. length of sabbatical requested,
  - viii. estimated schedule of progress reports.

- c. Applications must be in writing to the Chief Superintendent and must have the approval of the immediate supervisor and the appropriate Area Superintendent or Assistant Superintendent.

**3. Terms and Conditions of Sabbatical Leave**

The following terms and conditions of sabbatical leave shall be included in the Memorandum of Understanding signed by the employee and the Division.

- a. In lieu of regular salary, the Division shall pay an employee seventy-five percent (75%) of the total amount of employee’s salary for the fiscal year prior to sabbatical leave.
- b. The salary and related benefits for employees on sabbatical shall be specified in the Memorandum of Understanding.
- c. Sabbatical leave shall not count as a year of experience for the purpose of increments.
- d. Employees on sabbatical leave shall be responsible for tuition, materials, books, travel, accommodation, food and living expenses. Employees may apply for additional financial support for tuition through Policy E.4.D, Course Fees.
- e. An employee who has been granted sabbatical leave shall agree to return to full-time employment upon completion of the leave. The return of service shall be determined by the Board based upon the program undertaken.
- f. If the Memorandum of Understanding is breached by the employee, the employee shall reimburse the Division for the full amount of benefits received to date.
- g. If the Memorandum of Understanding is rescinded by the Division, the employee is not required to reimburse the Division.
- h. If the employee is terminated for just cause, the employee shall be required to reimburse the Division for the full amount of benefits received to date.
- i. Employees on sabbatical leave shall provide progress reports in a form and on a schedule determined by the Division.
- j. If there are extenuating circumstances that result in non-completion, or delay in completion of the sabbatical leave program, the Chief Superintendent will assess and determine the course of action.

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