

**Administrative Procedures for Policy #6215 (Personnel)
Regarding Sabbatical Leave for Professional Employees**

I. Purpose

- A. To provide professional employees opportunities to take sabbatical leave for purposes of professional development while safeguarding the integrity of the classroom experience for students

II. Regulations

A. Eligibility for Sabbatical Leave

- 1. To be eligible for sabbatical leave, a professional employee must meet the following criteria:
 - a. Have completed a minimum of (5) years of consecutive, full school years in active service as a regularly appointed professional employee with Calvert County Public Schools (CCPS)
 - b. Received all satisfactory ratings on the most recent summative evaluation
 - c. Be accepted by a regionally accredited college or university to a program of study to include a minimum of sixteen (16) semester hours of graduate study during the sabbatical year. It will generally be accepted that not less than eight (8) semester hours will be completed during each semester of the sabbatical year. The Superintendent may consider and approve sabbatical leave in cases where travel or extensive research does not result in the minimum sixteen (16) semester hours of graduate study during the sabbatical year; however, any travel must be in conjunction with an organized program of study or research.

B. Application Process for Sabbatical Leave

- 1. Teachers and Licensed Professionals
 - a. A teacher or licensed professional who is interested in requesting sabbatical leave must complete the CCPS "Application for Sabbatical Leave." This application may be obtained by contacting the Human Resources Department. The completed application and a detailed plan of study or research to be completed during the sabbatical year must be submitted to the Superintendent on or before February 1 of the school year preceding the year for which sabbatical leave is requested.
- 2. Administrators and Supervisors

- a. An administrator or supervisor who is interested in requesting sabbatical leave must complete the CCPS "Application for Sabbatical Leave." This application may be obtained by contacting the Human Resources Department. The completed application and a detailed plan of study or research to be completed during the sabbatical year must be submitted to the Superintendent on or before February 15 of the school year preceding the year for which sabbatical leave is requested.

C. Approval Process for Sabbatical Leave

1. A maximum of one (1) administrator/supervisor and two (2) teachers/licensed professionals may be approved for sabbatical leave in a given school year.
2. The application and detailed plan of study will be reviewed by the Superintendent or designee and approval of sabbatical leave will be based on the potential value of the proposed program of study to the CCPS program of instruction. In addition, the potential instructional and leadership contributions of the applicant following his/her completion of the program of study will also be considered.

D. Terms and Conditions for Sabbatical Leave

1. Teachers and licensed professionals are eligible for sabbatical leave in accordance with the terms and conditions as specified in the Agreement between the Calvert Education Association and the Board of Education of Calvert County.
2. Administrators and supervisors are eligible for sabbatical leave in accordance with the terms and conditions as specified in the Agreement between the Board of Education of Calvert County and the Calvert Association of Supervisors and Administrators.
3. Professional employees on sabbatical leave are not eligible for tuition reimbursement during the sabbatical year.
4. Professional employees on sabbatical leave will be afforded the opportunity to continue payments toward retirement and other voluntary payroll deductions.
5. Professional employees who are approved for sabbatical leave must complete and submit a CCPS "Confessed Judgment Note" to the Human Resources Department prior to beginning sabbatical leave. The Note affirms the employee's understanding of the terms and conditions for sabbatical leave and ensures he/she will repay all salary received during sabbatical leave in the event the employee fails to satisfy the terms and conditions as specified by his/her negotiated agreement. A copy of the Note may be obtained by contacting the Human Resources Department.
6. A sabbatical leave of absence may be extended without pay or step for one (1) additional year.
7. The professional employee shall agree to return to employment with CCPS for one (1) full year in the event of a one-half year sabbatical leave, or two (2) full years in the event of a full year of sabbatical leave. If the employee accepts

employment elsewhere and fails to return and remain in service, any money paid to the employee shall be refunded to CCPS. Note: an administrator or supervisor who returned from sabbatical leave and was assigned to a teaching position for two consecutive years may resign, without penalty, at the end of the first year.

8. The employee must notify the Superintendent or designee for approval of any projected changes in his/her program of study.

E. Return from Sabbatical Leave

1. Teachers and Licensed Professionals

- a. Upon expiration of sabbatical leave, the teacher or licensed professional will be offered the first available position for which he/she is properly qualified without creating a new position or transferring another teacher.
- b. Upon returning from sabbatical leave, the teacher or licensed professional will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed during the sabbatical year.
- c. The teacher or licensed professional returning from sabbatical leave must submit transcripts or other evidence of completion of his/her approved program of study (outlined in the Agreement between the Calvert Education Association and the Board of Education of Calvert County) to the Superintendent or designee within thirty (30) days of his/her return to duty.

2. Administrators and Supervisors

- a. Upon expiration of sabbatical leave, the administrator or supervisor will be offered the first available administrative position for which he/she is properly qualified without creating a new position, transferring another administrator, or promoting the administrator or supervisor to a higher paying position. In the event that an appropriate administrative vacancy does not exist, the administrator or supervisor will be offered the first available teaching position for which the administrator or supervisor is qualified.
- b. The administrator or supervisor returning from sabbatical leave must submit transcripts or other evidence of completion of his/her approved program of study (outlined in the Agreement between the Board of Education of Calvert County and the Calvert Association of Supervisors and Administrators) to the Superintendent or designee within thirty (30) days of his/her return to duty.