

SABBATICAL LEAVE

- 1.0 A sabbatical leave may be granted by the Board of Education for further study or for other reasons deemed to be of value to the Scarborough School Department
 - 1.1 Sabbatical will be approved in accordance with provisions of the collective bargaining agreement.
 - 1.2 When not specifically defined, the following terms and conditions will apply:
 - 1.2.a Sabbatical leave may be granted for a full year or for a full semester (at half pay in either case) but at no time would a sabbatical leave be granted for a portion of a semester.
 - 1.2.b The applicant for sabbatical leave must have completed at least six (6) full school years of service with the Scarborough School Department at the time of application and completed seven (7) full years in the Scarborough School Department before starting the sabbatical leave.
 - 1.2.c In considering an application for sabbatical leave, the Board will review the following criteria:
 - 1.2.c.1 Years of service of applicant
 - 1.2.c.2 Number of times an application has been submitted
 - 1.2.c.3 Type of research or study planned and its value to the school system
 - 1.2.c.4 The urgency of proposed research or study
 - 1.2.c.5 Availability of a competent and qualified substitute
 - 1.2.c.6 If for further study, acceptance to a qualified graduate school or program.
- 2.0 All candidates for sabbatical leave must notify the Superintendent of Schools in writing on or before September 1st of the school year preceding the year of such leave.
- 3.0 Formal, written application must be made no later than November 1st and such application must define the nature of the activity to be pursued during the semester or year the applicant is on sabbatical leave. If the sabbatical leave is to be used to pursue a formal educational program, this program must be detailed in writing and proof must be presented showing acceptance in the program at the time of formal application. If the reason for the request for sabbatical leave is to pursue an activity other than a formal program, the nature and the extent of the activity must be clearly defined. The advantage of the activity or formal program to the school system must be specified at this time.
- 4.0 The written application will be reviewed by the full sabbatical leave committee and the committee will make its recommendation in writing to the Superintendent no later than February 1st.
 - 4.1 The Superintendent will submit such recommendation to the Board no later than April 1.

- 4.2 The Board will act on the sabbatical request during the month of April.
- 5.0 Upon return from the sabbatical leave, the recipient must submit a written summary of activities or areas of study pursued during the sabbatical leave to the Superintendent. The Superintendent will provide a report to the Board.
- 6.0 The recipient of the sabbatical leave will be paid by the Board at 50% of the salary rate, which he or she received during his or her last year of employment. It is expected that grants, scholarships, or other forms of remuneration plus the 50% of salary rate (excluding summer employment or previously existing additional income) will not exceed the salary earned during the last year of full employment. If the total amount received exceeds the full salary as mentioned above, the salary paid by the Board during the sabbatical leave year may be reduced accordingly.

Legal Reference: 20-A MRSA §13604

Adopted: [NOTE: There is no adoption date on this policy.]

Revised: October 3, 2002