

## Board of Trustees

## Douglas County School District      CERTIFICATED STAFF

### SABBATICAL LEAVE FOR ADMINISTRATORS

The Board will consider the application of administrative personnel for sabbatical leave under the following terms and conditions:

1. A sabbatical leave of absence for a full year may be granted to administrators having completed at least seven years of continuous and satisfactory full-time service in the Douglas County School District, during which period of time he has not taken sabbatical leave.
2. Written application for sabbatical leave must be submitted to the Superintendent no later than December 1st for the following school year. An advisory committee shall be appointed by the Superintendent and shall include the Superintendent, one other administrator, and one Trustee. The committee shall present its recommendation to the Board, which shall make a final decision.
3. Sabbatical leave shall be for two semesters within the same school year.
4. The applicant shall be notified of the disposition of his request by April 1. Granting of the leave is conditional upon the ability of the School District to secure a suitable replacement.
5. The applicant shall submit a proposed program of academic study for a sabbatical leave and shall undertake a full program of at least twelve hours of graduate study per semester.
6. The program submitted shall be designed to increase the administrator's instructional and/or management skills. The applicant must substantiate the benefits of the requested sabbatical leave to the School District.
7. The purpose of the sabbatical leave shall be flexible enough to provide for the needs of the individual and the schools. Unusual cases shall be given special consideration by the Superintendent and the Board of Trustees.
8. That portion of the group medical insurance premium normally paid by the School District shall be continued during the sabbatical leave.

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9. An administrator granted a sabbatical leave will be reinstated to the position which he held at the time such leave was granted or given preference for any other vacancy for which he may be qualified if such vacancy occurs upon completion of the sabbatical leave and if all conditions of the transfer policy are met. Eligibility for salary increments shall remain in effect and the contractual status of the administrator on leave shall not be affected.
10. An administrator on sabbatical leave shall receive as compensation one-half of his basic pay exclusive of extras or compensation for extra-curricular activities.
11. An administrator who accepts a sabbatical leave must sign a statement of intention to return to the School District for a period of at least two years, and shall furnish a surety bond in the amount of one-half his basic salary plus incurred fringe benefits indemnifying the School District against loss in the event he fails to render the minimum service required after return from leave.
12. Unless justified by illness, incapacity, or approval of the Board of Trustees, failure of any administrator granted a leave under this policy to devote the period of his sabbatical leave to the purpose for which the leave was granted shall constitute initiation of appropriate disciplinary proceedings.
13. An administrator returning from sabbatical leave shall submit a written report to the Superintendent by August 1st, summarizing and evaluating the benefits derived from the sabbatical leave.
14. At no time will more than one District administrator be placed on sabbatical leave in one year.

Date Adopted: 08/12/80

Date Revised: