

**SAINT PAUL FEDERATION OF EDUCATORS  
PROPOSAL #44  
NOVEMBER 16, 2023**

**Licensed Contract  
Sabbatical Leave**

SECTION 12. SABBATICAL LEAVE. Sabbatical leave is a leave of absence for travel or study for teachers for the purpose of professional enrichment which shall result in benefit to the Saint Paul Public Schools.

Subd. 1. In order to be eligible for sabbatical leave, a teacher shall have actively served in the Saint Paul Public Schools for seven (7) full school years or more. **Teachers can apply for a sabbatical leave during their seventh year of service in SPPS.** In order to be eligible for more than one sabbatical leave, a teacher shall have actively served in the Saint Paul Public Schools for seven (7) full school years or more following the termination of the previous leave.

Subd. 2. Sabbatical leave may be granted for one full contract year, a semester or a quarter. When an approved sabbatical leave is for a semester or a quarter, such leave shall be construed to be respectively one-half (1/2) or one-third (1/3) of a full year sabbatical leave and the additional one-half (1/2) or two-thirds (2/3) of the full year sabbatical leave may be approved within the subsequent seven (7) years of active service. Upon completion of a full contract year of sabbatical leave, whether taken as a one (1) year leave, or as two (2) semesters or three (3) quarters leave, the teacher shall complete another seven (7) full contract years of active service in the Saint Paul Public Schools before being eligible for another sabbatical leave.

Subd. 3. The allowance granted to a teacher absent on sabbatical leave shall be at the rate of fifty percent (50%) of the teacher's salary for the portion of the school year in which the leave is taken, and shall be paid in regular installments during the period of leave.

Subd. 4. A teacher on sabbatical leave shall retain all rights of tenure and benefits, and progression on the salary schedule as though teaching during that period, except that credits earned during sabbatical leave shall not apply for salary purposes before the teacher's return to service in the Saint Paul Public Schools.

Pension contributions by the Board shall be based on fifty percent (50%) of salary for the duration of the leave pursuant to Article 10, Section 5, of this Agreement. Upon return to service, the teacher shall be reassigned to his or her former position or to a

similar and equal position. After a sabbatical leave of one semester or less, the teacher returning to duty will normally be assigned to his/her same position as prior to the sabbatical leave.

Subd. 5. The number of sabbatical leaves granted in any year shall not exceed one percent (1%) of the number of teachers in the appropriate unit as defined in Article 3 of this Agreement. If the number of approved requests for sabbatical leave exceeds the maximum number allowable, leaves shall be distributed among different divisions of school activities in proportion to the number of teachers in these divisions.

~~Subd. 6. Application for sabbatical leave shall be made on the form provided for that purpose.~~ A **sabbatical leave** committee of three (3) teachers and three (3) administrators, **one of which shall be the Director of Human Resources**, shall be convened by the Director of Human Resources and shall review all applications. **The committee will** and submit its recommendations to the Superintendent for Board action.

6.1 The three (3) teacher members of the Sabbatical Leave Committee shall be proposed by the Saint Paul Federation of Educators for appointment by the Superintendent.

**6.2 The committee chair position shall rotate between SPFE and the district. The chair shall be appointed by the President of SPFE in even years and the Executive Director of Human Resources in odd years. The chair shall not also be a member of the committee. They will not vote except to break a tie.**

~~6.2 In making its selections of those to be recommended for sabbatical leave, the committee shall give final consideration to the benefit which shall accrue to the Saint Paul Public Schools from such leave. Priority shall be given to applications that will allow teachers to acquire licenses in identified hard-to-staff license areas, advanced program specialization or critical world language fluency. The Advisory Staff Development Committee (ASDC) shall identify these areas no later than December 1 of each school year. Other factors which shall be considered are length of service, contribution to the general welfare of the schools, and benefit to the individual.~~

**The Sabbatical Leave Committee will create a scoring rubric to score all applications. This rubric shall be created and posted to the SPPS website no later than Dec. 1st of each school year. The scoring rubric can consider such factors as: applications that will allow teachers to acquire licenses in identified hard-to-staff license areas, advanced program specialization or critical world**

**language fluency, length of service, contribution to the general welfare of the schools, and benefit to the individual.**

Subd. 7. Teachers who are granted sabbatical leave shall pledge themselves to return and serve the Saint Paul Public Schools for a period of one (1) year. In case a teacher is unwilling to meet this obligation for service after sabbatical leave, ~~he or she~~ **they** shall refund to the Board the amount of compensation granted during leave. This provision shall not apply when, upon proper medical certification, it is determined that the teacher is incapacitated for any further teaching.

**Subd. 8. Application Process. Teachers shall complete the [application](#) that is posted on the SPPS website for sabbatical leave. Teachers will receive email confirmation from the Executive Director of Human Resources of an application submission. Teachers may contact the Executive Director of Human Resources to confirm receipt of all application materials. The district shall post examples of approved sabbaticals for teacher applicants to review on the SPPS website.**