

Sabbatical Leave Information

Qualifications Needed to Apply for a Sabbatical Leave. A certificated or administrative employee may apply for a sabbatical leave after completing seven full years of consecutive service with Saint Paul Public Schools. An employee may apply for another sabbatical leave after completing an additional seven full years of consecutive service with the District.

Application Deadline. April 1 is the date the application must be received in the Human Resource Department. Late applications will be not accepted. The dates of the sabbatical leave will be during the following July 1 through June 30.

Sabbatical Leave of Absence Description. A sabbatical leave is a leave of absence involving compensation for study or travel for the purpose of professional enrichment that will benefit the students of Saint Paul Public Schools. The course of study must be related to the contractual duty of the employee. The term “employee” used in this application shall refer to all certified staff including teachers, principals, central office administrators and superintendency members. (Refer to the labor agreement for additional information.)

Requirements of an Approved Sabbatical Leave. A sabbatical leave will be granted in accordance with the policy and procedures of Saint Paul Public Schools and approved by the Board of Education. Once a sabbatical leave is approved by the Board of Education, it cannot be rescinded.

If a sabbatical leave is granted, the employee agrees to the following criteria:

1. To return to regular employment with Saint Paul Public Schools for the length of time that the sabbatical leave was granted or return the salary received during the sabbatical leave.
2. To submit a written progress report to be sent to the Human Resource Department at the end of each quarter or at the end of the first semester.
3. To submit a copy of transcript credits to the Human Resource Department.
4. To submit a written final summary report in narrative form to the Human Resource Department with the following criteria:
 - a. Objectives of the Sabbatical Leave.
 - b. How the objectives were accomplished during the Sabbatical Leave?
 - c. How will you use what you have learned to benefit the students of Saint Paul Public Schools?

Duration for Sabbatical Leave. The sabbatical leave dates will start and end to coincide with a payroll period or at a semester break. A sabbatical leave may be granted for one full year, a quarter or a semester. There is a minimum time period of one quarter for a sabbatical leave. When a sabbatical leave is granted for a portion of a full year, the additional remaining portion of the year may be approved within the same seven-year period. A sabbatical leave is typically granted for only a full-time basis.

Compensation During Sabbatical Leave. The allowance granted during a sabbatical leave is one half of the employee’s regular contract salary, and will be paid during regular pay periods. Benefit and pension contributions paid by the District and the employee will continue at the same rate that was paid immediately prior to the sabbatical leave.

Rights to Return to Same Position After Sabbatical Leave. An employee on sabbatical leave shall retain all rights of tenure, seniority and salary progression during the period of the leave. A teacher returning to duty after a sabbatical leave of one quarter or semester will normally be assigned to the same position as prior to the sabbatical leave. An employee returning to duty after a sabbatical leave of one year or less will normally be assigned to the same position or an equivalent position.

Send Completed Form to:
Executive Chief, Human Resources
360 Colborne Street
St. Paul, MN 55102



Sabbatical Leave Application

Application Deadline: April 1

Please complete the following information and include with your proposal for sabbatical leave.

Name: _____ Employee Number: _____
Last First Middle

Work #: _____ Home #: _____ E-Mail: _____

Administrator: Title: _____ Location: _____

Teacher: Grade or Subject: _____ Location: _____

Dates of Your Previous Sabbatical Leave: _____

Purpose for Sabbatical Leave (check one): Study _____ Travel _____ Both _____

Study Leave: Attach a statement of the objectives of the study, a complete course of study, and a signed verification by your advisor of your acceptance into the graduate school and/or program.

Travel Leave: Attach a description of the educational objectives of this leave and a complete itinerary.

Beginning Date of _____ Ending Date of _____
Sabbatical Leave Request: _____ Sabbatical Leave Request: _____

I have read and agree to all the provisions for taking a Sabbatical Leave:

Name: _____ Date: _____
(Employee Signature)

Thank you for submitting your application and materials for sabbatical leave. The sabbatical leave committee will review your application and notify you of its decision.

Do Not Write Below This Line

Date Application Received: _____

_____ Leave Awarded _____ Leave Not Awarded

Approved Dates for Sabbatical Leave: Beginning _____ Ending _____

Date Sabbatical Leave Approved by Board of Education _____

**St Paul Public Schools
2024-2025 Sabbatical Evaluation Rubric**

Applicant's Name		Applicant's School	
Date Reviewed		Reviewers Name	

Applicants: Applications must receive an average score of 8 from members of the sabbatical committee, and cannot receive any Unsatisfactory ratings to be considered for sabbatical leave. Applicants are encouraged to submit an application that meets the Exemplary descriptors.

Sabbatical Committee: Use the following rubric to evaluate the applicant's proposal. Circle the points assigned for elements and subtotal each section. Enter TOTAL at the bottom of the rubric.

	EXEMPLARY (3)	SATISFACTORY (2)	UNSATISFACTORY (1)
Area #1 Professional Growth	The proposal demonstrates an <u>exceptional and comprehensive compelling</u> rationale detailing how the sabbatical will elevate and refine the applicant's professional knowledge, skills, and expertise within their discipline or instructional practices. It presents a plan for implementation of equity principles, showcasing a commitment to inclusive and equitable education.	The proposal provides <u>compelling</u> rationale regarding how the sabbatical will enhance and improve the applicant's professional knowledge (in their discipline or instruction), skills, expertise, or strengthen their understanding of equity.	The proposal <u>does not</u> articulate how the sabbatical will enhance and improve the applicant's professional knowledge (in their discipline or instruction), skills, expertise, or strengthen their understanding, skills or expertise regarding equity.
Subtotal: _____	3	2	1
Area #2 Professional Impact	The proposal <u>demonstrates an outstanding and nuanced articulation</u> of how the sabbatical will elevate teaching effectiveness and professional practice. It presents innovative and transformative strategies for fostering equitable student outcomes, revolutionizing curriculum design, advancing pedagogical approaches to meet diverse student needs, and implementing cutting-edge assessment methods.	The proposal <u>convincingly</u> articulates how the sabbatical will improve teaching effectiveness or professional practice, such as developing strategies for creating equitable student outcomes, improving curriculum, enhancing or rethinking pedagogy, or improving assessment methods.	The proposal <u>does not</u> articulate how the sabbatical will improve teaching effectiveness or professional practice, such as developing strategies for creating equitable student outcomes, improving curriculum, enhancing or rethinking pedagogy, and improving assessment methods.
Subtotal: _____	3	2	1
Area #3 Benefits to the District and Alignment with Strategic Priorities	The proposal shows <u>comprehensive and strategic alignment</u> with the District's priorities. It provides compelling evidence of how the proposed sabbatical activities will not only benefit the District but also advance key strategic	The proposal includes <u>robust</u> information demonstrating the benefit to the District as well as alignment with the District strategic priority areas.	The proposal <u>includes limited or no information</u> demonstrating the benefit to the district as well as alignment with the District strategic priority areas.

**St Paul Public Schools
2024-2025 Sabbatical Evaluation Rubric**

	priority areas in innovative and impactful ways.		
Subtotal: _____	3	2	1
Area #4 Clear and Measurable Outcomes	The proposal demonstrates exceptional clarity and precision in articulating outcomes, going beyond mere measurability to outline outcomes that are deeply insightful, innovative, and strategically aligned.	All the outcomes in the proposal are clear and measurable.	The proposal contains limited or no clear and measurable outcomes.
Subtotal: _____	3	2	1
TOTAL SCORE (Areas #1-4): _____ / 12			

Other Information:

Employed by SPPS 7 full years prior to application	YES / NO
No prior approved sabbatical requests in last 7 years	YES / NO
Satisfactory Performance	YES / NO
Satisfactory Attendance	YES / NO
Type of Leave requested	Study / Study and Travel / Travel Only