

SABBATICAL LEAVE FOR DIRECTORS AND COORDINATORS

- A. **Purpose:** Sabbatical leave may be granted to a member of the Directors or Coordinators categories by the Board of Directors upon recommendation of the Executive Director, when applicable, to:
1. Improve the educational program of LEARN and
 2. Stimulate professional growth of personnel.
- B. **Eligibility:** Seven (7) years of consecutive service at LEARN prior to the start of the sabbatical leave. In computing years of consecutive service at LEARN, unpaid leave of absence shall not be counted.
- C. **Criteria:** The following criteria will be used for selection:
1. Value of leave to the organization
 2. Quality of service,
 3. Number of years' service, and
 4. Availability of a certified and qualified person(s) to serve as an interim replacement.
- D. **Quota:** A maximum of one (1) employee may be on sabbatical leave at one time.
- E. **Compensation:** No compensation will be paid during the leave.
- F. **Application:** Requests for sabbatical leave must be made in writing to the Office of the Executive Director no later than February 1 of the school year immediately preceding the year of the proposed leave. To be considered, leave shall be requested for a semester school year, or calendar year and written proposals shall include statements which describe the objective of the leave, the nature of the activities which will be undertaken, (e.g., description of course work, etc.) and the perceived benefits to the organization.
- G. **Obligations:** A staff member granted sabbatical leave is obligated to return to LEARN for one (1) year of service.

When the employee returns to LEARN, he/she shall be reappointed to his/her original position or to a mutually acceptable position of comparable status and pay.

A successful applicant who, for any reason chooses to refuse his/her leave of absence, must notify the Executive Director of this fact no later than April 1 of the school year immediately preceding the leave in order to be assured of a position at LEARN during the year for which the leave was granted.

- H. **Guarantees:** An employee while on leave is guaranteed:

1. Continued coverage by any group health or insurance program at the employer's expense with appropriate co-payment by the employee;
 2. Retention of sick leave accumulated prior to the commencement of the sabbatical leave
- and
3. An additional year of seniority.
 4. Compulsory payments to the State Teachers' Retirement Systems will be made by LEARN for the period of leave if the employee elects to continue membership during the leave and submits monthly payments to LEARN.
- I. Reports: An employee on sabbatical leave shall submit to the Executive Director for transmittal to the Board an interim and a final report with the following information where applicable: courses taken, credits earned, travel itinerary, projects completed, leave benefits and other pertinent data for evaluating the leave program.
- J. Limitations: Leave will not be granted for a program of study that will result in the completion of statutory requirements for certification as stipulated by the Connecticut State Board of Education.

Policy Adopted: September 9, 1993
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