

DISCRETIONARY LEAVES

Sabbatical Leaves

The district may grant sabbatical leaves of absence (without pay) for study and/or research upon application by certificated staff, the recommendation of the superintendent, and approval by the board, provided such a leave shall serve the best interest of the district and is within the fiscal parameters of the district. Certificated staff shall be eligible for sabbatical leave for study or research. Sabbatical leave shall be granted according to the following stipulations:

- A. **Application Deadline:** Applications for sabbatical leave shall be filed with the superintendent not later than May 15. The board may, at its discretion, extend this deadline.
- B. **Proposed Plan to Accompany Application:** A proposed plan of study or research to which the time spent on leave shall be devoted must accompany the application.
- C. **Criteria for Evaluation of Applications:** Applications shall be evaluated on the following three criteria:
 - 1. The merit of the proposed plan of study or research and its relationship of service to the district in terms of the individual's professional background.
 - 2. Proportionate representation of the different levels of district schools, such as elementary, middle school, senior high school, and administration.
 - 3. Seniority shall be considered.
- D. **Final Approval by Board:** Applications approved by the superintendent shall be presented to the board for final approval. Once approved by the board, any change of sabbatical plan shall be presented in writing and approved by the superintendent in advance of the leave.
- E. **Two-Year Studies:** An applicant who is taking part in a two-year study may, upon evaluation of his/her program, request one year of sabbatical leave and a preliminary commitment, subject to district staffing needs, for an additional one-year leave of absence.
- F. **Maintenance of Tenure and Salary Standing:** A staff member granted sabbatical leave shall maintain standing in tenure and salary.
- G. **Return to Original Position:** An effort shall be made to replace a certificated staff member returning from sabbatical leave in his/her original position or in an appropriate comparable position.

Leaves of Absence

The district may grant leaves of absence for specific periods of time for up to one school year upon application by a staff member, the recommendation of the superintendent and the approval of the board. Such leaves shall be without pay or fringe benefits and, with the approval of the board, may be extended for one additional school year. During the leave the staff member may pay the district's share of any insurance benefits program in order to maintain those benefits. The needs of students and the district

program warrant primary consideration. Leaves of absence shall be granted only when they shall not have an undesirable impact upon the educational program or business operations.

A staff member shall be entitled to return to a position in the district at the end of the leave of absence subject to the availability of a position for which the staff member is qualified. The staff member granted a leave of absence shall inform the board by April 1 as to his/ her intentions to assume a position in the district for the ensuing school year. If said notification is not received, the individual's employment rights with the district shall be terminated.

Staff on leave of absence shall not earn any salary schedule experience credit or any sick leave credit or benefits during the leave of absence.

Cross Reference:

Board Policy 5021 Applicability of Personnel Policies

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