



PATERSON PUBLIC SCHOOLS



90 Delaware Avenue
Paterson, New Jersey 07503
Office: (973) 321-0744
Fax: (973) 321-0114
Email: lrojas@paterson.k12.nj.us

Eileen Shafer
Acting State District Superintendent

Luis M. Rojas
Assistant Superintendent of Human
Capital/Labor Relations

ARTICLE IX PATERSON ADMINISTRATION ASSOCIATION LEAVES OF ABSENCE

D. SABBATICAL LEAVE

1. PURPOSE

A sabbatical leave may be granted, to a member of the unit by the District for study, travel or for other reasons of value to the school district.

2. CONDITIONS

- a. Number of Members—Sabbatical leaves shall be granted to a maximum of two (2) members per year in the employ of the District.
- b. Requests for sabbatical leave must be received by the Superintendent as follows:
 - (1) Application for leave during any fall semester, that is, from September through January, or for any full school year, must be made on or before January 1 of the preceding year
 - (2) Application for leave during any second semester, that is February through June, must be made on or before May 1 of the preceding school year.
 - (3) The Superintendent shall approve or deny any application for sabbatical leave within 60 days of the deadline for receipt of said application.
 - (4) It is the intention of this section that all sabbatical leaves must begin at the commencement of a school semester and terminate at the end of a school semester.
 - (a) Minimum time to qualify—Applicants for sabbatical leave for study purposes shall have completed seven (7) years or more of service in the Paterson School District.
 - (b) Pay—Employees on sabbatical leave shall receive full pay for one-half year of leave or one-half pay for a full year of leave in the same manner as though

they were on active duty. The District shall continue to pay the pension of the individual while on leave.

- (c) Study—A sabbatical leave of absence for the purpose of study shall require the applicant to attend for a period of not less than ten weeks each semester a college or university recognized by the New Jersey State Department of Education. If such study is undergraduate study, each applicant must pursue not less than ten (10) credits during the semester or if for graduate study, then said applicant must pursue, not less than six (6) credits each semester. All courses must be in the applicant's field of work and applicants shall be required to file a transcript of said record following each semester. The transcript shall be filed with the Superintendent of Schools. All courses must be taken during the regular semester exclusive of summer school.
- (d) Travel—No sabbatical leave for travel shall be granted unless such application is accompanied by an itinerary setting forth in detail the travel program contemplated. Such travel itinerary must be approved by the State District Superintendent.
- (e) Preference—Preference shall be given to those applicants who never had a sabbatical versus those who have.
- (f) Illness—Interruption of sabbatical leave for study or travel caused by serious illness or accident during such leave shall not prejudice the District as regards to the fulfillment of the conditions regarding study or travel on which the leave was granted nor affect the amount of compensation paid the member under the terms of such sabbatical leave, provided the Superintendent has been promptly notified, in writing, of such accident or illness within ten (10) days of such accident or illness. Such notice shall be accompanied by a physician's note.

3. RETURN FROM SABBATICAL LEAVE

Employees on sabbatical leave shall be considered to be in regular full time attendance in the position held at the beginning of each such leave for the purpose of determining length of service.

Employees absent because of an authorized sabbatical leave shall receive such salary increments as are granted during that period.

Employees shall agree in writing to return to his/her employment for a period of not less than two years following the expiration of such leave.

AGREEMENT TO RETURN TO DUTY FOLLOWING A SABBATICAL LEAVE OF
ABSENCE

Whereas, I, _____, a _____
Name Position
employed by the Paterson School District in the County of Passaic have made application for a
sabbatical leave of absence for the reason of _____ to begin on the
_____ day of _____, 20____ and terminate on the _____
day of _____, 20_____.

Now therefore, in consideration of the Paterson Public School District granting my request, I do
hereby agree to return to my duties as a _____ for a period of not less
that two years following the expiration of said sabbatical leave.

I hereby refrain from engaging in a remunerative occupation during the continuance of this leave
of absence.

And further agree that in the event I fail to return to my position, I will reimburse the Paterson
Public School District for all monies paid to me during the period I was absent from my position
of said sabbatical leave.

Dated: _____
Signature