



Luis M. Rojas Jr.  
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Eileen F. Shafer  
Acting State District Superintendent

## Request for Sabbatical Leave for Paterson Principal's Association

### 1. PURPOSE

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

### 2. CONDITIONS

- A. No more than two (2) sabbatical leaves will be granted to qualified members of the unit in any school year.
- B. Requests for sabbatical leave must be received by the State District Superintendent on an official application form as follows:
  - 1. Application for leave during any fall semester, (September through January), or for any full school year, must be made on or before January 1<sup>st</sup> of the prior school year.
  - 2. Application for leave during any second semester, that is February through June, must be made on or before May 1 of the prior school year.
  - 3. The State District Superintendent shall grant or deny the application within 90 days of its receipt based upon the quality of the proposal and its potential educational benefit to the District.
  - 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.
- C. Applicants for sabbatical leave shall have completed seven (7) years or more of exemplary service in the Paterson School District.

### 3. SABBATICAL LEAVE: INCEPTION

- A. Employees on sabbatical leave shall receive full pay for one-half year of leave or one-half pay for one full year of leave in the same manner as though they were on active duty.
- B. 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



# PATERSON PUBLIC SCHOOLS



Human Resource Services  
90 Delaware Avenue, Paterson, NJ 07503  
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- C. applicant must pursue not less than ten credits during the semester or if for graduate study, then said applicant must pursue not less than six (6) credits each semester. All course work 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 State 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 of Schools.
- E. Preference- Applicants for sabbatical leave of absence shall be given preference according to their relative years of service subsequent to their last sabbatical leave and availability of replacement as determined by the State Superintendent of Schools.
- F. 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.
- G. Employees absent because of an authorized sabbatical leave shall receive such salary increments as are granted during that period.
- H. Employees shall agree in writing to return to their employment for a period of not less than two (2) years following the expiration of such leave.

#### 4. RETURN FROM LEAVES

- A. All benefits to which a member of the unit was entitled at the time the leave of absence commenced shall be restored to the member upon his/her return to duty. The member shall be assigned to the same position that was held at the time the leave commenced, if available, or if not, to an equivalent position.



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- B. Within fourteen (14) days of return to active service to the School District from sabbatical leave, the member shall submit a report to the State District Superintendent of Schools specifying the educational significance of the sabbatical.

## 5. INTERRUPTION OF LEAVE

Interruption of sabbatical leave for study or travel caused by serious illness or accident during such leave shall not prejudice the District as it applies 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:

- a. The State District Superintendent has been promptly notified, in writing, of such accident or illness within five (5) days of such accident or illness. Such notice shall be accompanied by a physician's note.

## 6. VIOLATION OF SABBATICAL LEAVE

The District offers the leaves stated above with the expectation that those to whom leaves are granted will fulfill the obligation which they assume in accepting the leaves of absence under these rules. If the terms and conditions of the sabbatical leave are not fulfilled as agreed, the employee will refund the District, as well as be subject to termination for ju



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## PATERSON PUBLIC SCHOOL DISTRICT Application for Sabbatical Leave for Paterson Principal's Association Members:

- Study
- Travel
- Other reasons of Value to the District

Full name \_\_\_\_\_ Date \_\_\_\_\_  
Last First

Present Position \_\_\_\_\_  
School Grade/Subject

Service in Paterson \_\_\_\_\_  
Date of Hire # of years

Check one:  
\_\_\_\_\_ I have completed seven (7) years or more in Paterson

Current salary information \_\_\_\_\_  
Level/Step Salary

Describe the reasons you wish to be granted a sabbatical leave.  
Purpose (be specific):

If graduate program, indicate courses, credits, etc:

If travel, attach an itinerary:

Value to the district:

This application must be submitted to the Superintendent's Office no later than April 1<sup>st</sup> of prior school year for a September-January or full year request; November 1<sup>st</sup> of school year for a February-June request.

I have read Article IXD, Sabbatical Leave, of the District/PPA Agreement and understand my obligations if I should be granted a sabbatical leave. An executed agreement is attached.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of immediate Supervisor

\_\_\_\_\_  
Date

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Decision: \_\_\_\_\_



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## 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\_\_\_\_\_.

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 than 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