

Sabbatical Leave Information



Description. A sabbatical leave is a leave of absence involving compensation for study related to the contractual duty of an employee for the purpose of professional enrichment that will benefit the students of Saint Paul Public Schools. The term “employee” used in this application shall refer to licensed teacher/educator (covered under the teacher bargaining agreement) ([Refer to the labor agreement for additional information.](#))

Qualifications to Apply. In order to be eligible for sabbatical leave, a teacher shall have actively served in Saint Paul Public Schools for seven (7) full school years or more. Teachers can apply for a sabbatical leave during their seventh year of service in SPPS or any year after. In order to be eligible for more than one sabbatical leave, a teacher shall have actively served in Saint Paul Public Schools for seven (7) full school years or more following the previous leave.

Requirements for Approved Leave. A sabbatical leave will be granted in accordance with the policy and procedures of Saint Paul Public Schools, the Saint Paul Federation of Educators bargaining agreement, and approved by the Board of Education. Once a sabbatical leave is approved by the Board of Education, it cannot be rescinded. Please review the [labor agreement](#) pages 34-35 of the 2023-2025 agreement for sabbatical leave details.

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 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 Executive Chief of Human Resources at the end of each quarter or semester.
3. To submit a copy of transcript credits to the Executive Chief of Human Resources at the end of each quarter or semester.
4. To submit a written final summary report in narrative form to the Executive Chief of Human Resources by October 1 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?

Application Deadline. Application and materials may be emailed, mailed or dropped off to the attention of Patricia Pratt-Cook, Executive Chief, Human Resources, 360 Colborne Street, St. Paul, MN 55102, patricia.pratt-cook@spps.org and must be received in the Executive Chief’s office by March 31. Applications received after March 31 in the Executive Chief’s office will not be accepted.

Duration of 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 during the upcoming July 1 to June 30 academic school year. There is a minimum time period of one quarter for a sabbatical leave.

Compensation During 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 paid immediately prior to the sabbatical leave.

Rights to Return to Same Position After 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



Teacher Sabbatical Leave Application

Application Deadline: March 31

Please complete this form and submit with the following for consideration of your request for sabbatical leave.

1. The Rubric below will be used to evaluate all applications.
2. Proposals should include a signed verification by your advisor of your acceptance into the graduate school and/or program and a summary of your curriculum.

Name: _____ Employee Number: _____
Last First Middle

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

Teacher: Grade or Subject: _____ Location: _____

| | |
|--|--|
| Dates of Your Prior Sabbatical Leave | |
| Beginning Date of Sabbatical Leave Request | |
| Ending Date of Sabbatical Leave Request | |

I have read and agree to all the provisions for taking a Sabbatical Leave as outlined in the information provided:

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 the Board of Education decision by the end of April.

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
2025-2026 Sabbatical Evaluation Rubric

| | | | |
|-------------------------|--|---------------------------|--|
| Applicant's Name | | Applicant's School | |
| Date Reviewed | | Reviewer's 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 |

St Paul Public Schools
2025-2026 Sabbatical Evaluation Rubric

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