PEMBERTON TOWNSHIP SCHOOLS
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JANNETT PACHECO
Director of Human Resources

JEFFREY HAVERS
Superintendent

Sabbatical Leave Request Form
PTEA Contract Article XII: Extended Leave of Absence

E. Sabbatical
A sabbatical leave program will be established to permit teachers to engage in study in the educational field, subject to the following conditions:

1. Such leave shall be limited to one (1) person for one (1) school year and two (2) persons for one (1) semester each.

2. Selected personnel who have had seven (7) consecutive years or more of satisfactory service with the Pemberton Township Schools shall be eligible for sabbatical leave.

3. All sabbatical leaves shall be dependent upon the ability of he Board to hire a suitable replacement.

4. The nature and scope of study which the teacher proposes to pursue while on sabbatical leave must be approved by the Superintendent.

5. Selection of applicants will be made on the basis of the following criteria and in accordance with Board Policy 3438 in effect as of 7/1/07:

a. Previous record of applicant in the Pemberton Township Schools;
b. Benefit of proposed study to Pemberton Township Schools;
c. Benefit to applicant relative to his/her field of instruction.

6. Sabbatical leave shall be for the period of one (1) school year or a single semester as the case may be, depending upon the operation of Section E, #1 of this article.

7. A teacher on sabbatical leave shall be paid fifty (50) per cent of the salary s/he would have received had s/he remained on active duty in the school. Payment shall be made in regular salary payments.

8. The granting of an application for sabbatical leave which is otherwise in compliance with the terms and conditions of this article rests solely in the Board's discretion.

9. Persons who accept a sabbatical leave must sign a statement of intention to return to the Pemberton Township Schools immediately following sabbatical leave for a

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period of two (2) years. Failure to comply with the two (2) year obligation will require repayment of the compensation received during the sabbatical leave as follows:

a. Repayment of total compensation received if a person does not return to the Pemberton Township Schools is due and payable December 1 immediately following completion of the leave.

b. Repayment of one-half (1/2) of compensation received if a person returns for only one (1) year is due payable on December 1, one (1) year after completion of the sabbatical leave.

10. Upon return from such leave, a teacher shall be placed on the salary scale at the level s/he would have achieved had s/he remained on active duty in the district, with recognition on the salary guide for any additional credits earned while on sabbatical leave. However, the school district does not guarantee a teacher the same position earned before taking sabbatical leave.

11. Applicants will be notified by the Board on or before April 1 as to the disposition of their applications.

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Sabbatical Leave Request Form

Full Name _____ **Date:** _____

Present Position (School/Grade/Subject) _____

Date of Hire/ # of years _____

Describe the reason(s) you wish to be granted a sabbatical leave. Describe the benefit of proposed study to Pemberton Township Schools.

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Describe how the program impacts and benefits to your professional/personal growth and school district.

Employee Signature _____

Superintendent (or Designee) Signature: _____ **Date** _____

Board of Education Action Date _____

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Superintendent

Pemberton Township School District

Sabbatical Leave Intention and Repayment Agreement Form

Employee Name: _____

Position/Title: _____

School/Department: _____

Dates of Sabbatical Leave: From _____ To _____

Statement of Intention

In accordance with Article XII E-9 of the negotiated agreement, I hereby acknowledge and agree to the following:

1. I accept sabbatical leave with the understanding that I am required to return to the Pemberton Township School District immediately following the completion of my sabbatical leave and continue employment for a period of two (2) full years.

2. I understand that if I fail to comply with this two (2) year obligation, I am required to repay compensation received during my sabbatical leave as follows:

- Repayment of total compensation is required if I do not return to the Pemberton Township School District. Payment shall be due no later than December 1 immediately following completion of the leave.
- Repayment of one-half (½) of the compensation received is required if I return for only one (1) year. Payment shall be due no later than December 1, one (1) year after completion of the sabbatical leave.

3. I affirm that I have read and fully understand these terms, and I agree to abide by the conditions of sabbatical leave and repayment as outlined above.

Employee Signature: _____ Date: _____

Superintendent (or Designee) Signature: _____ Date: _____

Board of Education Approval Date: _____