MILWAUKEE PUBLIC SCHOOLS

Office of Human Resources
Employee Rights Administration Division
5225 W. Vliet St., P.O. Box 2181
Milwaukee, WI 53201-2181
Phone: (414) 475-8210
Fax: (414) 475-8638

APPLICATION FOR LEAVE OF ABSENCE ON SABBATICAL BASIS

NOTE: THIS MUST BE COMPLETED IN DUPLICATE. One copy will be returned for your records. Please sign the second page and the last page.

Name: _____ Employee ID: _____

Home Address: _____

_____

School/Location: _____

Grade/Subject Taught: _____

Current License(s) Held: _____

College/University Education: _____

Name/Location of Institution	From	To	Credits or Degree Earned

Previous Leaves, if any: _____

Application for sabbatical leave of absence from the period (start date) _____ to (ending date) _____.

Please list the college or university you are going to attend, include city and state: _____

_____

Please list the college courses you will take and the credits involved. The required number of credits per semester is nine (9).

First Semester:
Title of Course: _____ Credits Involved: _____

_____ _____

_____ _____

Second Semester:
Title of Course: _____ Credits Involved: _____

_____ _____

_____ _____

Does the program lead to an advanced degree? _____

If so, what degree? _____

Does the program lead to certification? _____

If so, what area? _____

Please return this form to: MPS Leave Administrator, Office of Human Resources, Employee Rights Administration Division, Room 128 Central Services Building, P.O. Box 2181, Milwaukee, WI 53201-2181

Please explain how you feel your application for sabbatical leave will be a probable advantage to the Milwaukee Public Schools?

_____

_____

_____

This application will not be process without the above information. Please attach additional sheet(s), if necessary.

Date: _____ Signature: _____

RECOMMENDATION FOR SABBATICAL LEAVE

(Applicant's Name) _____ (Position) _____
is hereby recommended as a candidate for sabbatical leave, pursuant to the Rules of the Board for the purpose of

_____

_____

Remarks: _____

_____

Recommend (Check One): Approved _____

Not Approved _____

_____
Signature of Principal/Department Head

GENERAL INFORMATION GOVERNING SABBATICAL LEAVES OF ABSENCE

Eligibility: Upon recommendation of the superintendent and approval by the Board, employees defined as teachers in Section 38.24 (19) of the Wisconsin statutes having permanent tenure who have rendered satisfactory service in this system for not less than seven (7) years may be granted a leave of absence for study for one year or for one semester subject to the following provisions:

- Selection shall be based on physical and mental fitness and the probable advantage to the system.
- They shall be paid at the rate of 50% of their current salary as of the date such leave starts. This amount shall be paid in equal monthly installments during the period of the leave, subject to the fulfillment of study requirements established by the superintendent.
- All forms necessary and proper to carry into effect the foregoing shall be furnished by the superintendent.
- The regular salary increments accruing during such period of study shall be allowed if and when the superintendent approves the evidence of the courses completed.

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SABBATICAL CONTRACT

MILWAUKEE PUBLIC SCHOOLS
Milwaukee, WI

In consideration of the promises mutually expressed herein, it is agreed between the Board of School Directors and the Milwaukee Public Schools (herein referred to as the "Board") and _____ herein referred to as the "Certificated Employee" as follows:

1. The Board shall grant to the Certificated Employee a sabbatical leave for the:

   - ☐ 20___ - 20___ School Year or
   - ☐ 20___ - 20___ Fall Semester or
   - ☐ 20___ - 20___ Spring Semester

   The parties are covered by the District Employee Handbook and agree to comply with the provisions thereof.

2. The Certificated Employee will be paid a salary computed at one-half of his/her annual rate for the period of the leave and, where applicable, in accordance with the Master Contract and any amendments hereto.

3. Upon completion of the sabbatical leave, the Certificated Employee agrees to return to work, in a full-time certificated position made available by Milwaukee Public Schools, for a period of at least thirty-six (36) months. Certificated Employees may accept employment elsewhere, but if they do so, they must reimburse the Board for the amount of salary invested in them while on sabbatical leave. Such payments shall be made in equal monthly installments computed on the basis 1/36 of the amount which the Board has paid to said Certificated Employee during the period of their sabbatical. The Certificated Employee shall continue to make regular monthly payments until the full amount which the Board has extended to the employee has been repaid.

4. Further provided, however, if the undersigned fails to complete the thirty-six (36) month period of service upon return from sabbatical leave, the obligation to repay the entire principal sum shall be reduced proportionally by the number of months of teaching service the employee has rendered following the return from sabbatical leave and is to be credited each full month of service at the rate of 1/36 of the principal amount advanced to the employee. It is further understood that if the Certificated Employee should die, become permanently disabled during the period of the sabbatical leave or for other good cause be unable to perform the thirty-six (36) month period of employment by the Board following the sabbatical leave, the obligations created under this contract shall be canceled. In the event, the employee fails to get an acceptable grade in one of the courses being taken, where such course does not exceed three credits, he/she shall be paid a percentage equal to the credits earned with an acceptable grade, divided by the nine semester credits required, multiplied by fifty percent (50%) of the current salary. The maximum amount paid cannot exceed fifty percent (50%) of such salary. THE REQUIRED NUMBER OF CREDITS PER SEMESTER IS NINE (9).

5. The Board guarantees that, upon return from sabbatical leave, the Certificated Employee shall be reassigned in accordance with the provisions of the Master Contract. His/her placement on the salary schedule shall be what he/she would have attained had he/she remained in assignment while giving full credit for additional training received during the sabbatical leave. Reclassification, if any, shall be in accordance with the policy entitled, "The Recognition of Professional Training."

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6. While on leave, the Certificated Employee will continue to participate in all benefits provided for under the Employee Handbook and the Benefits Summary, as appropriate, as if the employee had remained during the period of the sabbatical leave. The employee will continue to make its payments toward but not limited to the following:

    Health Insurance
    Life Insurance
    Retirement and Income Tax Withholding (requirements of both state and federal government)

7. The parties to this contract agree to be bound by its terms. Any alleged violations of this contract by either party shall be subject to the complaint procedure contained in the District Employee Handbook.

8. The Certificated Employee reserves the right to make additional payments of principal on any monthly payment date and further reserves the right on any such date to anticipate the full amount then due thereon to pay the same in full.

MILWAUKEE BOARD OF SCHOOL DIRECTORS

Date: _____ By: _____
Senior Director, Talent Management Department

Date: _____ By: _____
Certificated Employee