

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 benefits the students of Saint Paul Public Schools. The term “employee” used in this application shall refer to a 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 termination of 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 Once a sabbatical leave is approved by the Board of Education, it cannot be rescinded.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 33-34 of the 2025-2027 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 with the following criteria:
 - a. How has the sabbatical elevated and refined your professional knowledge, skills, and expertise within your discipline or instructional practices. What is your plan for implementation of equity principles, showcasing a commitment to inclusive and equitable education as a result of your sabbatical experience?
 - b. How did the sabbatical leave elevate your teaching effectiveness and professional practice? How has it increased your transformative strategies for fostering equitable student outcomes, revolutionizing curriculum design, advancing pedagogical approaches to meet diverse student needs, and implementing cutting-edge assessment methods.
 - c. How has your sabbatical shown comprehensive and strategic alignment with the District’s priorities? Demonstrate how the sabbatical activities will benefit the District and advance key strategic priority areas in innovative and impactful ways.
 - d. Present an Executive Summary to the Sabbatical Committee by October 1 and focus on how the experiences and/or learning related to teaching, improving student outcomes or professional leadership.

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 20. Applications received after March 20 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.

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Compensation During Leave. The allowance granted to a teacher absent on sabbatical leave shall be at the rate of fifty percent (50%) of the teacher's salary for the portion of the school year in which the leave is taken, and shall be paid in regular installments during the period of leave. Pension contributions by the Board shall be based on fifty percent (50%) of salary for the duration of the leave pursuant to [Article 10, Section 5](#), page 26, of the 2025-2027 labor agreement.

Rights to Return to Same Position After Leave. A teacher on sabbatical leave shall retain all rights of tenure and benefits, and progression on the salary schedule as though teaching during that period, except that credits earned during sabbatical leave shall not apply for salary purposes before the teacher's return to service in the Saint Paul Public Schools. After a sabbatical leave of one semester or less, the teacher returning to duty will normally be assigned to their same position as prior to the sabbatical leave.

Send Completed Form to:
Executive Chief, Human Resources
360 Colborne Street
St. Paul, MN 55102



Teacher Sabbatical Leave Application

Application Deadline: March 20

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

1. Statement of the objectives of the study
2. Complete course of study
3. Signed verification by your advisor of your acceptance into the graduate school and/or program

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
2026-2027 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
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

St Paul Public Schools
2026-2027 Sabbatical Evaluation Rubric

Area #4 Clear and Measurable Outcomes	The proposal demonstrates exceptional clarity and precision 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 limited or no 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