

Professional Sabbatical Leaves

FAQ

1. Eligibility Requirements and Information

- Teachers must be full-time bargaining unit members (not on leave).
- A valid professional teaching certificate is required.
- 5 credible years within Broward County Public Schools must be noted in SAP/HR Connect.
- Ten (10) years of verified teaching/work related experience prior to the date of the requested Professional Sabbatical Leave must be in SAP.
- An employee is eligible for one such leave during their career at Broward County Public Schools.
- This leave is irrevocable. Employees on Professional Sabbatical leave may not return to work prior to the conclusion of the leave which ends on June 14 each year.

2. Application Procedures

- The application must be received in our office no later than June 14.
- A detailed explanation of the activity or project to be undertaken during the leave, or proof of course enrollment **MUST accompany the application for it to be reviewed for approval.**

3. Requirement While on Leave

- The purpose of this leave is to undertake an activity that will be beneficial to the teacher as well as Broward County Public Schools. Examples of acceptable projects during this leave include:
 - a. Performing community service.
 - b. Serve as a School Board Volunteer.
 - c. Conduct academic research on a pre-approved topic.
 - d. Teach undergraduate or graduate level classes.
 - e. Learn a second language.
 - f. Upgrade vocational skills.

4. **Salary and Benefits**

- Teachers on this leave will be paid equal monthly installments of \$500 (less FICA and withholding taxes) for ten (10) months. **The Board will pay retirement contributions on these payments.**
- The affected teacher may elect, upon return from such leave, to make additional retirement contributions and receive retirement credit for the leave period, based on the full salary earned prior to the leave of absence. If additional contributions are not made, only the employee's sabbatical pay shall be used during this period to be included in the employee's average final compensation determination.
- Professional Sabbatical Leave recipients will continue to receive Board paid insurance benefits equal in value to what the employee would have if not on leave.
- Regarding family members (dependents) that are insured by the teacher on leave, BCPS billers will contact the employee detailing the excess costs for their coverage, as well as the dental and vision expenses.
- If you are currently receiving a supplement (s) of any kind, it will not be paid for the duration of the leave. Examples of such supplements include athletic coaching, referendum funds, additional classroom period coverage, etc.

5. **Leave Conclusion**

- At the conclusion of the leave, the teacher must submit to our office documentation of the completed task. This may include a letter from the organization regarding the volunteer work that was participated in, college transcripts, certificate of course completion, a research report, etc.
- The teacher on the Professional Sabbatical Leave will be contacted by the Leaves Department prior to the end of the leave to communicate their intention to the district for the upcoming school year. It will be the teacher's responsibility to follow up with our department should they not receive the necessary communication regarding their intentions.