

APPENDIX C

Sabbatical Leave Policy

Authorization

Upon recommendation of the Superintendent of Schools, the Board of Education may grant a sabbatical leave of absence to teachers who have been employed by the School District of the City of Berkley for a period of seven consecutive years. Said leave may not exceed a period of one year and is subject to state code #340.752.

Purpose

The Sabbatical Leave Policy is designed to provide an opportunity for selected staff members to develop their professional competence and personal growth which consequently would serve to enhance the general welfare of the public school. **Conditions**

1. The teacher will be considered to be an employee of the Board of Education during sabbatical leave.
- 2, The teacher will be paid one-half of the annual salary he/she would have received had he/she remained in the school district and will be paid on the regular pay periods during sabbatical leave.
3. Withholding from the teacher's salary for social security, MESSA options and income tax will be made by the school district during the period of sabbatical leave.
4. The teacher on sabbatical leave shall accumulate five sick leave

days for one semester sabbaticals and ten sick leave days for two consecutive semester sabbaticals.

5. Teachers on sabbatical leave will be granted credit toward retirement for the period of time on sabbatical, consistent with the rules and regulations established by the boards of control of public school employees' retirement funds.
6. The teacher shall be entitled to the salary increment he/she would have received had he/she been teaching in the district during the period of the sabbatical.
7. The teacher, upon return from sabbatical leave, shall be restored to his or her position of like nature, seniority, status and pay. Said teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board made pursuant to law.
8. A maximum of two percent (2%) of the bargaining unit as identified in the contract will be eligible to take sabbatical leave during any given period of time.
9. Minimum term for sabbatical leave shall be no less than one (1) full semester and the maximum term shall be no more than two (2) full semesters (consecutive).
10. While on sabbatical leave, it shall be the responsibility of the teacher to submit such reports as may be deemed necessary by

officials of the school district.

11. The Board of Education at any time it deems proper and with sufficient cause, and in accord with the state tenure act and any statues or Board policies pertinent thereto, can suspend further compensation to the employee on sabbatical leave.
12. The teacher must serve the Berkley School District for a minimum period of two years immediately after return from sabbatical leave or compensate the district in an amount equivalent to that received in wages, insurance premiums, retirement and social security for the period of time the teacher was on sabbatical. Such reimbursement must be made within one (1) year after termination of the sabbatical and may be waived or postponed only with the approval of the Board of Education.
13. Within thirty (30) days after resuming his/her position as a teacher in the district, the teacher must submit a report to the Board of Education and the Superintendent including such information as:
 - A.** Institution attended
 - B.** Course pursued
 - C.** Travel itinerary
 - D.** Official transcript of credits
 - E.** Experience gained
 - F.** Appraisal of professional value of experiences and study

to teacher and school district

- G.** Statement of manner in which knowledge and experience gained may be applied in classroom setting.

14. Teachers on sabbatical are prohibited from holding full time employment (unless it is part of the approved program) without the approval of the Board of Education. In no event shall a person on sabbatical gain more than full salary.

Application and Selection Procedures

1. Application forms for sabbatical leave may be obtained at the Administrative Offices.
2. Completed applications or requests for sabbatical leave must be made by March 1 of the school year prior to the school year for which sabbatical leave is requested, and are to be filed at the administrative offices.
3. As of April 1, if final notification on the request has not been made, a biweekly status report will be made to each teacher applicant. Final notification must be made in writing, by the last day of school.
4. Proposals for sabbatical leave must give promise of genuine professional improvement and might include:
 - A.** Formal study at an approved institution
 - B.** Travel related to professional growth
 - C.** Project of research with sanction of an approved

institution

D. Writing pertinent to his/her teaching position

E. Work related to professional development in his/her field
of specialization

5. Screening for sabbatical leave candidates shall be conducted by the Administration and may include a personal interview as well as an evaluation of stated requirements and credentials.
6. Leave will be recommended for candidates considered by the Administration to be the best qualified with due regard given professional background and length of service to the district. Level or position shall not be a determining or restrictive factor in the selection of sabbatical candidates.
7. Recommendations for sabbatical leave shall be made by the Administration to the Board of Education.
8. Approval of any request for sabbatical leave may be contingent upon procurement of a satisfactory replacement.
9. Changes in an approved program must have the approval of the Superintendent of Schools and the Board of Education.

A sabbatical leave may be discontinued upon mutual agreement of the Board of Education and the teacher on sabbatical leave.