

Leaves, Sabbatical

1. Application for Sabbatical Leave of Absence

The submission deadline date for Sabbatical Leave of Absence Application (Administrative Procedure 4152.2) is the second Monday in January, by 4:00 p.m., to the Office of Human Resources.

The Sabbatical Leave of Absence Application will be typed and bound in a folder. The original and 14 copies must be submitted in this manner.

2. Procedure Guideline for a Sabbatical Leave of Absence

- A. Acquire and fill out the application.
- B. Meet with principal/supervisor to secure comments, signature, and documentation of support.
- C. Hand deliver the completed application (original and 14 copies) to the Office of Human Resources and obtain receipt.
- D. After the March Board Meeting, a notification of approval or disapproval will be made.

3. Criteria for Evaluation of Sabbatical Proposal

- A. A Sabbatical Leave is an opportunity for a teacher to impact education through activities related to individual professional growth and renewal, service to the school or District, and/or scholarly activity.
- B. The proposal will be evaluated on the thoroughness of the proposal as it relates to each of the following:
 - 1. Timeline - an adequate and reasonable timeline.
 - 2. Documentation - verification of the plan to include application/acceptance to academic programs, schedules of visitations, outline of conferences, or other areas where documentation is necessary and available.
 - 3. Demonstration of Support - recommendation(s) of support from current supervisors, colleagues, and experts in the field.
 - 4. Compatibility with identified goals and objectives of the:
 - a.) district,
 - b.) building, and
 - c.) personal/professional renewal.

C. The applicant will be evaluated by the documentation of the applicant's:

1. Professional contributions
2. Professional references

This documentation should indicate to the committee that the proposal would be completed.

D. The application for a Sabbatical Leave should positively correlate with the individual teacher's current, approved Professional Growth Plan.

4. Agreements and Conditions of the Leave

In submitting an application for a Sabbatical Leave, the teacher certifies to an understanding and agreement to the following conditions:

- A. A Sabbatical Leave is an opportunity for a teacher to impact education through activities related to individual professional growth and renewal, service to the school or District, or scholarly activity.
- B. The screening and selection process for a Sabbatical Leave will be made by the Sabbatical Leave Committee, recommended to the Superintendent, to be acted upon by the Board.
- C. A Sabbatical Leave, once granted, may not be terminated before the date of expiration, except as listed in 4, F, 2 or by mutual agreement of the Board and the Sabbatical Leave recipient.
- D. The compensation for a staff member on Sabbatical Leave shall be determined by Policy 4152.
- E. Monthly retirement and other approved and appropriate deductions will be taken from the salary of a teacher on Sabbatical Leave. Each teacher on Sabbatical Leave is encouraged to contact the Public Employees Retirement Association to avoid loss of benefits or penalties while on leave.
- F. Each teacher on Sabbatical Leave will be assigned an administrative supervisor whose role will be:
 - (1) to determine the format and arrange to receive progress reports from the teacher on Sabbatical Leave including a comprehensive final report which will be made available to the Office of Staff Development at the conclusion of the experience.
 - (2) to work with the teacher if substantial changes in the approved plan need to be made during the Sabbatical Leave of absence. The supervisor will approve these changes, or, if unable to do so, will recommend to the Board that the Sabbatical Leave be rescinded and compensation be forfeited.

TEACHING PERSONNEL

Policy: 4152.1

- G. Each teacher on Sabbatical Leave will develop a dissemination plan within 30 days of approval of the proposal. This plan will be developed in consultation with a committee which includes the administrative supervisor.
- H. A teacher taking a Sabbatical Leave agrees to remain in the service of the Cherry Creek School District for one year immediately following the Sabbatical Leave. If an employee does not remain in the Cherry Creek School District for the one year following the Sabbatical Leave, the employee will repay the Board an amount of money which will bear the same relation to the amount granted as the unexpired period of service bears to one year. This rule does not apply in cases wherein the person becomes incapacitated to work or in cases wherein the rule is waived by the Board.
- I. A teacher on Sabbatical Leave must notify the administrative supervisor by the 10th day after any accident, illness, or condition which does not permit the teacher to complete the approved program who, in turn, will notify the Superintendent.
- J. The District will return the Sabbatical Leave recipient to the school to which they were previously assigned.
- K. Failure of the District to fulfill agreements and conditions of Leave will release the recipient from obligations stated in Section H.

Approved by Superintendent Jim Huge, December 12, 1988