

APPLICATION FOR SABBATICAL LEAVE

Name: _____

School: _____ Principal: _____

Assignment: _____

Date of Initial Appointment: _____

Dates of Leave Requested From: _____ To: _____

Date Received By Principal: _____ Date Received By Human Resources: _____

1. A sabbatical leave may be granted for purpose of approved study, travel, or health for a period not exceeding one year.
2. An applicant shall have been continuously employed by the Board for a period of at least seven (7) years.
3. A staff member on sabbatical leave shall receive one half of the annual salary to which she/he would have been entitled had she/he remained in the school system during that period.
4. Requests for sabbatical leave of absence shall be made to the Principal before November 1 and the application sent to the Superintendent or designee before December 1 for each school year.
5. A staff member shall enter into a contract for return to active service in the district for a period of at least two (2) years after expiration of such leave.
6. A staff member on sabbatical leave shall be placed on the step on the salary schedule she/he would have attained had she/he remained in the district.
7. All programs of study in which teachers are enrolled shall be approved by the Superintendent and the Board in writing and shall be successfully undertaken within the sabbatical leave. However, these may be completed after the termination of the sabbatical.
8. If granted, candidate will conform to district requirements.

Purpose of Leave: **Please attach a detailed statement** describing why you are requesting this sabbatical leave and specifically what you plan to do during this time, if granted. Also, indicate how you feel this leave will enhance your ability to have a positive impact on the school district.

I agree that if this sabbatical leave is granted, upon completion thereof, I will return to the Washington Township School District for a period of at least two (2) years after the expiration of such leave or I will refund to the Board of Education all monies paid me while on leave, plus six percent (6%) interest. A determination concerning the return of funds shall be within the sole discretion of the Board of Education. WTEA Contract: Article XXII – Compensation, J. Sabbatical Leaves of Absence. District Policy #3438

Signature of Staff Member Date Witness

____ Supported ____ Not Supported

Approved by the Board of Education _____
Date