

SABBATICAL LEAVE

Sabbatical leave is for the purpose of enabling the staff members to develop professionally in a manner consistent with District goals.

1. A staff member is eligible for a Sabbatical leave with seven years service to the ConVal School District, the last four of which shall be consecutive. The seven years shall be accrued in no more than ten years. Leaves of absence shall not be counted as years of service.
2. Sabbaticals may be funded:
 - a. By the School Board upon recommendation of the Superintendent.
 - b. When economically feasible.
 - b. When replacement staffing can be arranged.
3. No more than two members of the professional staff and no more than three members of the total staff shall be on Sabbatical leave at any given time. The Professional Development Committee reserves the right not to recommend any Sabbaticals.
4. A Sabbatical may consist of any period of time up to and including one full school year. Pay may be distributed as either full payment or partial payment as determined by the Professional Development Committee. Full pay may be distributed only for a period of one-half year or less.
5. Requests for full year leave must be received by the Professional Development Committee no later than November 1st in the year preceding the year for which the Sabbatical is requested. Requests for a partial year's leave must be received by the Professional Development Committee no later than November 1st of the fiscal year preceding the half-year for which the Sabbatical is requested, following the same procedure as for full year requests. All requests for Sabbatical leave shall be forwarded to the Superintendent or his/her designee by the Professional Development Committee with recommendations for approval/disapproval by November 30th in the academic year preceding prior year requested.
6. Upon return from Sabbatical leave a staff member shall be placed on the salary schedule at the level which would have been achieved had the member been actively employed in the system during the period of absence.

7. A staff member on Sabbatical leave shall not receive sick pay but may continue to accumulate sick leave days during the period of the Sabbatical. All other fringe benefits shall continue in effect, contingent on the staff member's continuing the required contributions. Salary will be in the usual installments, based on the salary the staff member would have received if actively employed in the district that year. Pay shall not include expenses of the Sabbatical.
8. Salary to be received by staff member:
 - a. one-half contracted pay for a full school year, or
 - b. contracted pay for one-half school year, or
 - c. contracted pay for a period less than one-half the school year.

A staff member on Sabbatical for less than a full year is required to work at a regular staff position for the part of the year not on Sabbatical.

9. Sabbaticals shall begin at a time agreeable to the individual, Professional Development Committee, and the proper administrative authority.
10. As a condition of final approval for Sabbatical leave a staff member must file, with the Superintendent of Schools, the provided contract agreement which stipulates that the member will return to the ConVal School District for a period of two full school years immediately following the school year in which the Sabbatical was granted. On returning, the position offered shall be one that best serves the school district as determined by the Superintendent, provided that the member shall not be assigned outside his/her area of certified qualifications.
11. If a staff member terminates employment with the district prior to completion of this required two year period, the member must repay the ConVal School District, on a prorated basis within a five year period, the full amount of salary and expenses granted by the district for the Sabbatical. The staff member shall sign a statement in the form of a promissory note indicating the amounts, method, and schedule of repayments required. Repayment is not required in the event of death or permanent disability.
12. Requests for Sabbatical leave shall include purpose, means of evaluation and compatibility with district goals.
13. Guidelines for Requesting a Sabbatical Leave
 - a. By November 1st of the year preceding leave time, the applicant must submit to the Professional Development Committee, a Sabbatical Request form and a list of key results and how they will relate to future student outcomes.
 - b. A Sabbatical request form for a partial year leave must be submitted to the Professional Development Committee in the same time frame.

- c. After submission of the proposal the applicant will be asked to appear before the Committee for questions and discussion of the Sabbatical plan before final approval.
- d. When the Sabbatical proposal has been approved by the Professional Development Committee, it will be forwarded to the Superintendent for his/her consideration.
- e. The Superintendent or his/her designee shall submit Sabbatical Leave requests to the personnel committee at their first meeting in December. The personnel committee will forward request to the full board with recommendation for approval and funding.
- f. When a Sabbatical is completed, a formal presentation and valid written report and evaluation, which reflects key results of the original proposal, will be submitted. It is the responsibility of the committee to determine the validity of this report in accordance with stated goals and objectives of the project. Lack of closure of this project will result in the repayment of the sabbatical funds to the school district.