

Absences, Leave, and Vacation

Sabbatical Leave

Selection of persons to receive one-half pay for sabbatical leave will be based on the assumption that the person is eligible as follows:

Sabbatical leave for advanced study is an adjunct to the salary schedule. Upon recommendation of the Superintendent and approval of the Board of Education, a certified employee may be granted sabbatical leave of one (1) or two (2) semesters after six (6) full-time years of service in the University City School District, with one-half pay for the period of absence, provided the employee agrees to return to the District to work for a period of three (3) years after the termination of sabbatical leave.

In the event a teacher does not return to the District after completing sabbatical leave, such teacher shall reimburse the District for all expenditures the District incurred on behalf of that teacher during the sabbatical, including the direct salary payments and contributions to retirement. Such payments must be made no later than September 30 of the year in which the teacher had agreed to return. If the employee terminates employment with the District prior to completion of the three (3) year period, proportional repayment to the District must be made.

The approval of sabbatical leave in any given school year will be dependent upon the current and projected financial resources of the District as determined by the Superintendent.

Before recommending a person for sabbatical leave, the following considerations will be used in making the decision to approve or disapprove.

1. Purpose of the Sabbatical Year. Will this investment be of value to the District as well as the individual? Does it relate to the needs of the District? Is it focused on professional development which has possibilities of contributing to better education in University City?
2. Quality of Past Work. Has this person made a continuous and important contribution to the District this far? Is this a person whose skills and competencies are needed and cherished?
3. Promise for the future. Is the person reaching toward an important career goal in professional education? Given this goal, what is the possibility of the person staying in University City after the sabbatical year?

4. Preparation for Sabbatical Year. Is this the most productive time for a sabbatical to occur in the career preparation of the person? Has the person been making preparation for this year: i.e., taking introductory courses that lead into it? Does the sabbatical come at a critical point in the person's career preparation; i.e., necessary to conclude a doctoral or master's degree?
5. Length of Time in University City. How many years has this person worked in University City before applying for a sabbatical leave?

Requests for sabbatical year should be made to the Superintendent no later than March 1 of the year preceding the leave requested and should state reasons addressing the above criteria.

Employees granted sabbatical leave continue to receive full insurance benefits paid by the Board. Retirement deductions are based on the full salary of the employee. A sabbatical leave does not apply as service earned for tenure by probationary teachers.

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University City School Board