

## DISCRETIONARY LEAVES

### Sabbatical Leaves

The district may grant sabbatical leaves of absence for study and/or research upon application by certificated staff, the recommendation of the superintendent, and approval by the board, provided such a leave shall serve the best interest of the district, is within the fiscal parameters of the district, and academic credit will be received from an accredited college or university. The district shall declare its intention by February 1. Certificated staff shall be eligible for sabbatical leave for study or research. Sabbatical leave shall be granted according to the following stipulations:

- A. Years to Qualify: Staff shall have served 5 or more continuous years in the district and have a continuing or professional certificate.
- B. Limit on Number: Sabbatical leaves may be granted up to one full year, the number granted to be subject to determination by the board upon the recommendation of the superintendent.
- C. Application Deadline: Applications for sabbatical leave shall be filed with the superintendent according to a timeline established by the superintendent annually. The board may, at its discretion, extend this deadline.
- D. Proposed Plan to Accompany Application: A proposed plan of study or research to which the time spent on leave shall be devoted must accompany the application. The application shall clearly and satisfactorily explain how the sabbatical leave will benefit the pupils, staff, and district and identifies the college or university that will be granting credit.
- E. Criteria for Evaluation of Applications: Applications shall be evaluated on the following three criteria:
  - 1. The merit of the proposed plan of study or research, academic credit, and its relationship of service to the district in terms of the individual's professional back-ground.
  - 2. Proportionate representation of the different levels of district schools, such as elementary, middle school, senior high school, and administration.
  - 3. Seniority shall be considered.
- F. Final Approval by Board: Applications approved by the superintendent shall be presented to the board for final approval. Once approved by the board, any change of sabbatical plan shall be presented in writing and approved by the superintendent in advance of the leave.
- G. Scholarship for Study or Research: Should the staff member who is granted a sabbatical leave receive a scholarship during the same year as the sabbatical, the total compensation from the two sources shall not exceed the salary he/she would receive if under regular contract with the district for full-time service.

- H. Stipend for Study or Research: A staff member on sabbatical leave for study research shall receive a stipend of 50% of his/her regularly contracted salary unless this sum is reduced as a result of section 7 above. The stipend shall be paid in twelve payments. All regular salary deductions shall be made.
- I. Stipend Considered a Loan: The stipend received is a loan. Should a staff member on sabbatical leave fail to return to the district, he/she shall then repay the loan on demand at an interest rate of 3 percent above the average prime rate of 3 local banks or at that rate provided in RCW 19.52.010, whichever is greater.
- J. Cancellation of Loan: The stipend shall be canceled in the following manner upon the return of the staff member to the district:
1. One-half of the total loan shall be canceled after the first year's service in the district;
  2. The remaining one-half of the loan shall be canceled after the second year's service in the district.
- K. Maintenance of Tenure and Salary Standing: A staff member granted sabbatical leave shall maintain standing in tenure and salary.
- L. Limit on Other Employment: A staff member on sabbatical leave for study or research shall not seek employment for compensation during the period of sabbatical other than to supplement sabbatical leave income in carrying out the approved program. Such employment must be approved by the superintendent and the board and, when combined with the sabbatical stipend, shall not exceed the salary he/she would receive if under regular contract with the district for full-time service.
- M. Report Required Upon Return: Within 30 days of a staff member's return from sabbatical leave, the staff member shall file with the superintendent a report giving the substance of the program of study or research in which he/she is engaged, indicating the value which he/she believes grew out of the experience. If the staff member was employed for compensation during the program, full details of the employment and income should be included in this report.
- N. Leaves to Accept Scholarships: Staff may at any time request leave to accept scholarships of up to one full year which would not involve the district in any financial obligations, in which case all other provisions of the sabbatical leave policy except the percentage limitation would apply.
- O. Return to Original Position: An effort shall be made to replace a certificated staff member returning from sabbatical leave in his/her original position or in an appropriate comparable position.

## Cross Reference:

Board Policy 5021

Applicability of Personnel Policies