



**Center Area
School District**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: NOVEMBER 16, 2005

REVISED:

	<p style="text-align: center;">438. SABBATICAL LEAVE</p> <p>1. Purpose This policy specifies the manner in which sabbatical leaves for professional employees will be provided.</p> <p>2. Authority The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent with law.</p> <p>3. Guidelines A person qualifying for a sabbatical leave under the law shall be granted a sabbatical leave provided that in the case of a</p> <p>1. <u>SABBATICAL LEAVE FOR RESTORATION OF HEALTH</u></p> <p>The request for the leave must be substantiated by a written statement from a medical doctor (physician) stating that the leave is necessary. The building principal retains the forms that need completed.</p> <p>2. <u>SABBATICAL LEAVE FOR STUDY</u></p> <p>The request must indicate the college/university that the employee will be attending, the number of credits that will be carried, and the area of study; e.g., Elementary Education, Administration, etc. The building principal retains the forms that need completed.</p> <p>The employee shall submit to the Superintendent of schools a transcript (1) at mid semester, and (2) upon completion of attendance.</p> <p>Should it be determined by the Board that the intent of the sabbatical leave plan was not fulfilled, or was only partially fulfilled, appropriate financial penalties may be imposed.</p> <p>Based upon eligibility as indicated above, an employee may be eligible for periods of ninety-two (92) or one hundred eighty-four(184) school days. Requests for sabbatical leaves shall be filed not less than sixty (60) days prior to the beginning of the semester for which the sabbatical leave is sought when the purpose of the leave</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

438. SABBATICAL LEAVE - Pg. 2

<p>School Code 522.1, 1166 et seq</p>	<p>involves education. However, when the purpose for the leave clearly and specifically involves matters of health, a request may be filed up to the opening of an academic semester. In such cases, the Board reserves the right to request and review medical evidence supporting such leave. A qualified employee eligible for a full academic year sabbatical may receive it for any two (2) semesters within a four-semester period.</p> <p>Sick leave and personal leave shall be prorated while on sabbatical leave.</p> <p>The employee shall return to the services of the district for one (1) year following the completion of the sabbatical leave. This requirement may be waived for cause and only at the sole discretion of the Board.</p>
-----------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------