

SABBATICAL LEAVE FOR PROFESSIONAL EMPLOYEES
Provisions of the School Code

1. Original Act effective September 1, 1937.
2. Act 66 of 1996 – revision of sabbatical leaves
3. **Eligible Employees:**
 - a. Professional Employees (including Commissioned Officers)
 - b. Service of 10 years or more
4. Eligible reasons for sabbatical request:
 - a. **Health:** Professional employees who request sabbatical leave for reasons of health must submit a recommendation from a physician that the leave of absence is essential to the employee concerned. This recommendation will be reviewed for approval.
 - b. **Professional Development:** Leaves of absence for professional development must be related to the professional responsibilities of the employee as determined by the school board and be restricted to activities required by law or regulation for a professional certificate or to improved professional competency.
 - i. Minimum requirements for a half school term leave (semester)
 1. Nine (9) graduate credits
 2. Twelve (12) undergraduate credits
 3. 180 hours of professional development activities or a combination of these
 - ii. Minimum requirements for a full school term leave
 1. Eighteen (18) graduate credits
 2. Twenty-four (24) undergraduate credits
 3. 360 hours of professional development activities or a combination of these.

* Detailed plan of study must be submitted at time of application based on criteria listed above
5. Period of Leave of Absence:
 - a. Either one-half school term or one full school term at the option of the professional employee. It may be two half school terms is taken within two years.
 - b. If a sabbatical leave is requested because of the illness of an employee, a leave shall be granted for a period equivalent to a half or full school term or equivalent to two half school terms during a period of two years. If a sabbatical leave for one-half school term or its equivalent has been granted and the employee is unable to return to school service because of illness or physical disability, the employee, upon written request prior to the expiration of the original leave, shall be entitled to a further sabbatical leave for one-half school term or its equivalent
6. Frequency of Leave of Absence: After first leave, subsequent periods come at the end of each seven (7) years
7. Salary While on Leave:
 - a. Salary shall be one-half regular salary
 - b. The employee shall keep retirement status by paying the usual retirement contributions
8. Conditions Under Which Sabbatical Leave May Be Granted : The Act provides that the Board of School Directors may set forth the rules and regulations under which sabbatical leave may be granted to employees.
9. Number Limitation: No school district shall limit the number of leaves of absence granted in any school year to less than ten per centum (10%) of the number of persons eligible for such leave of absence regularly employed in such district.