

PROFESSIONAL STAFF LEAVES AND ABSENCES

Any staff members interested in requesting a half-year or full year sabbatical should:

1. Talk to their Department Chairperson, Teaching Principal, or Principal before initiating any action
2. Submit the request in writing
3. If the staff member is going to further his/her education, the college, degree and/or certification anticipated should be stated.
4. Submit the request to the Superintendent by December 31 of the year prior to year of the sabbatical request.
5. The School Committee will consider all requests for sabbatical in January of the school year prior to the sabbatical.

Adoption date: February 1, 1993

Effective date: February 1, 1993

SANFORD SCHOOL DEPARTMENT