

# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

CERTIFICATED STAFF  
3438/Page 1 of 2  
SABBATICAL LEAVE

### **3438 SABBATICAL LEAVE**

The Board of Education may grant sabbatical leave of not more than one year's duration to qualified teaching staff members who intend to use the leave to further their education.

A teaching staff member is eligible for sabbatical leave after five (5) or more years of district employment.

A teaching staff member who applies for sabbatical leave must submit a written application to the Board no later than February 1<sup>st</sup> of the school year immediately preceding the school year in which the proposed leave will be taken. The application must be supported by evidence of the applicant's qualifications for the leave, a plan for educational development during the leave, and a statement of the relationship of the leave to the employee's professional duties in this district.

In selecting employees for sabbatical leave, the Board will consider the benefit that the district will derive from the employee's proposed education, the employee's field of study, the employee's potential contribution to education in this district, and the employee's length of service in this district. A teaching staff member on approved sabbatical leave will not be paid.

A teaching staff member granted sabbatical leave must return to district service immediately following the termination of the leave, must continue to serve at least one full year in this district, and must submit a report to the Board, within four (4) weeks of his/her return, on the educational accomplishments of the leave.

A teaching staff member who returns from sabbatical leave shall return to a position for which he/she is qualified.

A sabbatical leave will be credited on the salary guide as full-time employment for the equivalent period of time, and the teaching staff member will be advanced on the salary guide as if he/she had been in district service during the period of the leave.

Time spent on sabbatical leave shall count toward the teaching staff member's seniority in the category of employment, in which he/she served immediately before the commencement of the leave.

A teaching staff member on sabbatical leave may continue his/her insurance benefits provided the insurance carrier approved and the teaching staff member on leave pays the necessary premiums.



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CERTIFICATED STAFF  
3438/Page 2 of 2  
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A teaching staff member on sabbatical leave who suffers a serious disability must promptly notify the Chief School Administrator of that disability. When the disability is so prolonged as to interrupt the purposes of the leave, the Board may terminate the leave and its benefits and consider placing the employee on extended disability leave. The failure of any teaching staff member on sabbatical leave to give proper notice of disability, verified by a physician's certification, may be subject to discipline.

N.J.S.A. 18A:30-7

Adopted: September 26, 2005

