

ADOPT SABBATICAL LEAVE POLICY**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Chicago Board of Education ("Board") adopt a Sabbatical Leave Policy.

PURPOSE: To establish eligibility criteria and terms and conditions for sabbatical leave in accordance with Board Rule 4-14(f) and to replace former Board Rule 4-36 which was repealed August 24, 2005.

POLICY TEXT:

I. **Sabbatical Leave – Authority and Duration.** Upon recommendation of the Chief Executive Officer or designee, the Board may grant sabbatical leaves of absence to appointed teachers, assistant principals and contract principals (hereafter "employees") for resident study, travel, or other purposes designed to improve the service of the eligible employee to the Chicago Board of Education as follows:

- A. To appointed teachers or teacher-certificated administrators employed on a ten (10) month year for a period not to exceed ten (10) work months and not less than five (5) work months.
- B. To appointed teachers and teacher-certificated administrators employed on a 12 or 13 school-month basis a sabbatical leave for a period not to exceed 12 or 13 school-months respectively, and not less than six work months.
- C. To assistant principals and contract principals for a period not to exceed the number of months for which their position is budgeted and not less than six calendar months provided however, that no sabbatical leave granted to a contract principal shall extend beyond the termination date of the contract principal's contract or be granted without the consent of the Local School Council.

II. **Eligibility.** An employee shall be eligible for a sabbatical leave under this policy if:

- A. The employee is an appointed teacher, a teacher-certificated administrator, an assistant principal or a contract principal;
- B. The employee has completed six (6) or more years of continuous satisfactory active service as a teacher, teacher-certificated administrator, assistant principal or principal for the Chicago Board of Education;
- C. The employee has not been granted a sabbatical leave under this Policy or its predecessor in the previous six (6) years; and,
- D. In the case of an assistant principal or contract principal, the Local School Council has consented to a sabbatical leave.

III. **Applications/ Conditions for Sabbatical Leaves.**

- A. **Applications.** The application for leave shall contain a definite statement of the plan for resident study as a full time student at an accredited institution in a program of study which lasts for the entire duration of the leave, for travel as a component of study, or for other educationally related activities to be undertaken, which plan shall be approved by the Chief Education Officer and notice to the Department of Human Resources. No change in the plan shall be made without the approval of the Chief Education Officer. The statement of plan shall explain how the sabbatical leave will improve the employee's service to the Chicago Public

Schools. The plan shall be reviewed by the Office of Schools and Regions and by the applicant's principal or area instruction officer and approved by the Chief Education Officer.

- B. Agreement for continued service at the conclusion of leave. Before any leave is granted under this section, appointed teachers and teacher-certificated administrators shall agree in writing that, in the event the appointed teacher or teacher-certificated administrator fails to return to service at the expiration of the sabbatical leave for a period of at least two (2) years after the expiration of the leave, the appointed teacher or teacher certified administrator shall refund all sums of money paid to the employee by the Board of Education during his/her sabbatical leave. Nothing in this paragraph shall be construed to require an assistant principal or contract principal to serve beyond the termination date of the contract principal's contract. Nothing in this policy shall prevent the Board from exercising its rights to dismiss employees.

IV. Pay During Sabbatical Leave. An employee granted a sabbatical leave shall be paid his/her basic salary, less a deduction of the cost to the Board for providing substitute service for the employee during the sabbatical leave, provided, however, that if the employee on leave is allowed to engage in any activity for which he/she receives salary or compensation from another employer during the sabbatical leave, the equivalent of that salary or compensation shall also be deducted from the employee's basic salary. When the salary earned on the employee's sabbatical leave activity is greater than or equal to the employee's salary minus substitute pay, the employee shall receive no pay during the leave.

V. Proof of Compliance with the Terms of the Sabbatical Leave. Upon the expiration of leave granted pursuant to this section, and upon presentation of evidence satisfactory to the Chief Education Officer showing full compliance with its terms and conditions, as follows:

- A. Proof of Full-Time Student Status. Employees granted sabbatical leaves for purpose of study shall provide the Chief Education Officer with all transcripts and documentation from the approved, accredited institution verifying that the employee remained a full-time student for the duration of the sabbatical leave.
- B. Proof of Travel. Employees granted sabbatical leave for purposes of travel shall provide the Chief Education Officer with detailed evidence of travel.
- C. Failure to Devote Sabbatical Leave to Approved Purposes or to Provide Proof. Any person who is granted a leave under the provisions of this Policy, and who shall fail to devote the entire period to the purposes specified in the approved application for leave, or who shall fail to present proof that the leave was devoted to the purposes specified in the application for leave, shall be deemed in violation of this Policy and shall be dismissed from employment in accordance with Board Rules and Policies.

VI. Reinstatement to Former Position. With principal's approval, an employee whose sabbatical leave ends earlier than expected may return to his/her position prior to the expiration of sabbatical leave if early return falls at the beginning of a marking period. An appointed teacher or teacher-certificated administrator shall be reinstated to his/her former position at the beginning of the next marking period after the termination of the sabbatical leave or, with the approval of the principal, sooner. Assistant principals and contact principals shall be reinstated to their former positions only if the contract principal's contract has not expired.

VII. No Break in Service While on Sabbatical Leave. When a leave is granted under this section, the absence shall not be construed as a break in service for any purpose, except that sabbatical leave time shall not be allowed for vacation credit purposes for calendar month members of the teaching force.

Approved for Consideration:



Barbara Eason-Watkins
Chief Education Officer

Respectfully Submitted:



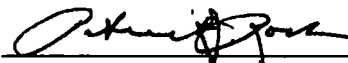
Arne Duncan
Chief Executive Officer

Noted:



John Maiorca
Chief Financial Officer

Approved as to Legal Form. *gr*



Patrick Rocks
General Counsel