

ATTACHMENTS

RE: SABBATICAL LEAVE 2018-2019 SCHOOL YEAR

TO: RTA Teachers

SABBATICAL LEAVES (Section 42(5) of the Contractual Agreement)

Regularly appointed teachers who have served for five (5) years as of the application deadline may, upon the recommendation of the Superintendent of Schools and with the approval of the Board, be granted leave of absence for accredited study upon the following conditions:

- A. Applicants must file with the Superintendent of Schools a detailed sabbatical proposal/application for which such leave of absence is desired.
- B. Any change in the approved proposal must be submitted in writing in advance to the Superintendent of Schools and the Board of Education for approval. Sabbatical compensation will not be paid for changes in proposals not so approved.
- C. Persons granted a sabbatical leave of absence are required to report once each semester to the Superintendent of Schools during such absence, indicating the nature of the courses taken at the accredited institution or the alternative plan of study as applicable to the criteria.
- D. Without knowing the names of the applicants, the Joint-Committee members will individually rate each proposal according to the following criteria, awarding points in each category and a total score which is the sum of all points awarded. The total points awarded by each committee member will be added together and divided by the number of committee members to give an overall rating to each proposal.
- E. Applicants must file with the Board a written agreement to remain in service of the Board for a period of time equal to three times the length of the leave. If a person resigns from the service of the Board within this time period, the teacher shall refund to the City School District said proportion of the salary paid during the leave of absence as the unexpired portion of time shall bear to said period. If, upon return from sabbatical, the services of the teacher are terminated through job abolition at any time during the three year period and if the teacher is no longer employed by the City School District, the teacher shall not be required to pay any prorated refund. Any refund owing to the City School District shall be repaid in equal monthly installments, as a minimum, so that the total amount owing to the City School District will be paid in full not later than five (5) years following the expiration date of the paid sabbatical leave.
- F. Such leave shall not be granted for less than one (1) full semester or more than one (1) year. Teachers taking leave shall not be eligible for such leave until five (5) years have expired after return.
- G. A teacher on sabbatical leave will receive 60% of base salary for the length of the leave. It is further understood that no applicant who is granted a sabbatical leave will be eligible for any tuition reimbursement by the district under other clauses of the current CSD/RTA contract.

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(continued)

- H. A list of sabbaticals granted and their topics will be published as a District resource for future use. Teachers who have been granted sabbaticals may be asked to share their knowledge of their topics.
- I. Regular annual salary increments shall be given for the time of leave the same as for regular service in the school.
- J. Applications for such leave of absence for any school year shall be acted on by the Board of education no later than its first regular meeting in April of the preceding year.

Note: The established practice of the Joint Teacher Sabbatical Committee has not granted sabbaticals for study leading to administrative certification.

Code No. _____

2018-2019
TEACHER APPLICATION FOR SABBATICAL

Directions: Obtain an official **lime green form** from Human Capital Initiatives, your RTA building representative or the RTA Office

Deadline: Friday, February 16, 2018 by 4:30 p.m.

Submit To: Maurice Snipe, Director
Human Resources, CO1
131 West Broad Street
Rochester, New York 14614

Hand Delivery Recommended (you may want to bring 2 copies of your application. Have the original and your copy date stamped and keep the copy for your files.)

Acknowledgment: You will receive electronic acknowledgment of receipt of your sabbatical proposal within ten days of the due date. If you have not received such confirmation by March 2, 2018, contact the Human Resources Office at 262-8562 to ensure that your proposal has been received.

Name: _____ **Tenure Area:** _____

School: _____ **Seniority Date:** _____

Home Telephone No.: _____ **Employee ID #:** _____

SABBATICAL REQUEST IS FOR: Full Year, Both Semesters (If requesting a full year, would you be willing to take only a half year? YES or NO)
 First Semester Only
 Second Semester Only

IN APPLYING FOR THIS SABBATICAL, I AGREE TO COMPLY WITH THE FOLLOWING CONTRACTUAL AGREEMENTS GOVERNING SUCH LEAVE:

- I will send a written report once each semester to the Department of Human Resources.
- I will remain in the service of the Board of Education for a period of time equal to three times the length of the sabbatical. If I resign within this period of time, I will be liable for a proportional refund of the salary paid during the leave.
- I will write the Department of Human Resources by November 1, 2018 if I plan on returning second semester, or by March 1, 2019, if I plan on returning after the completion of the 2018-2019 school year, so that staffing needs can be confirmed.

Applicant's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Code No. _____

DIRECTIONS

On a separate sheet of paper, type a 1-3 page proposal which provides the following information. Submit your proposal with this cover sheet by **February 16, 2018**.

- I. What is the purpose or objective of your sabbatical? What do you intend to accomplish if granted a sabbatical? Please comment on its professional relevance.

- II. Will you be taking courses at an accredited university? If so, please provide the name of the institution? Provide a listing and description of the course work you plan on taking.

- III. Is this sabbatical proposal related to one of the Superintendent's Goals, Objectives, and Deliverables, or to your school's Improvement Plan? If so, please describe how this relates to the objective of your proposed sabbatical.

THE FAQ SHEET

MOST FREQUENTLY ASKED QUESTIONS ABOUT TEACHER SABBATICALS

Who is eligible for teacher sabbatical? Regularly appointed teachers who have served for a minimum of five years may apply. Staff members who have taken a leave within the preceding five years of the application deadline are not eligible.

When must I apply? Sabbatical applications are usually due in February of each year, for instance, the deadline for the 2018-2019 school year is Friday, February 16, 2018. It is important to observe the deadline since late applications are not accepted.

Where do I get an application? Lime green colored applications (for ease of identification) are available in the Office of Human Resources (262-8113), the Rochester Teachers' Association (546-2681).

When does the sabbatical year begin? The sabbatical requests approved from those submitted in February take effect July 1 through June 30th of each school year.

Do sabbaticals have to be taken by the full year or semester? You may apply for 1) a first semester only sabbatical; 2) a second semester only sabbatical; or 3) a full year sabbatical.

How is my salary affected while on sabbatical? It is reduced to .6 of full salary.

How is my seniority affected while on sabbatical? You receive a .6 year credit for the sabbatical year.

How is my service credited in the New York State Teachers' Retirement System while on sabbatical? No deduction is made. In other words, you receive a full year of credit.

Does a sabbatical affect my retirement income? Possibly. If your sabbatical year is one of your final three years of service, it can. The highest three consecutive years of salary become the basis for determining the final average salary from which your pension is derived. The Teachers' Retirement System does provide you with options so that service credit can be calculated most favorably in these cases.

Must I return to employment with RCSD after my sabbatical? Yes. You must return and work for three times the duration of your sabbatical or pay back money. (For example, for a full year sabbatical you must work three more years; for a semester sabbatical you must work three more semesters.)

Can I accept paid employment while on sabbatical? No. The purpose of a sabbatical is to provide time away from the pressures of daily work to accomplish the goals of the sabbatical.

Can I complete coursework for administrative certification while on sabbatical? No, teacher sabbaticals are not approved for this purpose.

Can I complete coursework required for teacher certification in my tenure area while on a sabbatical? No. A sabbatical was not intended to be the vehicle for fulfilling your professional responsibilities to complete either the master's degree or certification requirements in your tenure area. However, if you wish to acquire certification in an additional tenure area, particularly in a shortage/high need area, a sabbatical can be used for this purpose once you have completed certification requirements in your initial tenure area.

Do I return to my regular position upon return from sabbatical? Yes, it is held for you. A substitute will be hired to cover your responsibilities while you are on sabbatical and you will return to your former position.

Does a sabbatical eliminate the possibility of a transfer or promotion for the following school year? Not at all. All the normal avenues and deadlines for transfer and promotion remain in effect in accordance with the contract.

When will I know if I have been granted a sabbatical? Normally you will be notified by email following the Board of Education Meeting at which they are approved, generally in April.

What are the reporting requirements while on sabbatical? You must sign the initial sabbatical offer indicating your acceptance. These letters are sent out immediately following Board of Education approval. After that, for a full year sabbatical, send a written report to Human Capital Initiatives at the conclusion of each semester, February and June, while you are on sabbatical. This report should provide detail on how the objectives of your sabbatical are being accomplished. For a sabbatical which is first semester only, the written report is due at the end of the first semester (in February). For a sabbatical which is second semester only, the written report is due at the end of the second semester (in June).

Can I change the focus of my sabbatical once it has been approved? No. You are obligated to carry out the work as originally submitted and approved. (In cases of course cancellations, etc., a request must be made in writing to the Sabbatical committee.)