

Code No. \_\_\_\_\_

**2020-2021**  
**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 14, 2020 by 4:30 p.m.

**Submit To:** Maurice Snipe  
Human Resources Director, 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, 2019, 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, 2020 if I plan on returning second semester, or by March 1, 2021, if I plan on returning after the completion of the 2020-2021 school year, so that staffing needs can be confirmed.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## 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 14, 2020.

- 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.

**ATTACHMENTS**

**RE: SABBATICAL LEAVE 2020-2021 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.

(Continued)

**SABBATICAL LEAVE 2020-2021 - RTA Teachers**  
(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.