

Washington County School District
Application for Sabbatical Leave

Name of applicant: _____ Date: _____

Social Security No: _____ School where teaching: _____

Number of years of service in Washington County, including this year: _____

Total number of years of certified service: _____

I hereby apply for a sabbatical leave of absence for the _____ school year for the purpose indicated below:

- Work on my doctorate. Finish my master's work. Finish my doctorate. Special certification.
 Work towards a masters. Other _____

Name of University selected for study: _____

- I have received a leave before. If so, when (date) _____ (Type of Leave) _____
 I have not received a leave before.

The provisions of the sabbatical leave are detailed in Policy 1330.7. This application does not replace or supersede negotiated contracts or other information contained in the District Policy. Some of the important conditions pertaining to the leave are as follows:

- A. Must have seven (7) years of teaching experience to apply, four (4) years of which must be in the Washington County School District. Out-of-district experience is counted as ½ year for each year of experience. Part-time employees do not qualify for this benefit.
- B. The School District will assure educators taking sabbatical that:
 - 1. The employee has the right to return to his/her position but continues to be subject to the conditions of WCSD Policy 1100.3.7 (In-District Transfer) upon return from sabbatical leave.
 - 2. The educator will receive salary increment for the year (he/she) was on leave.
 - 3. The District will contribute to Utah State Retirement system at .5 of the teacher's FTE.
 - 4. Employees on sabbatical leave are not eligible for District-paid health insurance benefits. Employees may be eligible for continuation of coverage under COBRA entitlements. (2-06)
- C. Individuals taking sabbatical will assure the District they will return to work as an employee of the Washington County School District for a minimum of one contract year (see definition in WCSD Policy 1200.3.2.2) following sabbatical leave. Individuals who fail to return are in violation of this agreement, and the total amount of compensation plus benefits paid (actual District cost of health and life insurance, social security benefits, and retirement) is considered to be a debt, due to the Washington County School District. Any and all funds or compensation expended during the term of sabbatical leave will be recoverable from the individual concerned and are due and payable immediately.
- D. When a sabbatical leave is successfully completed, at least two evidences of completion must match the approved purpose of the sabbatical, e.g. education – college transcript (required if leave includes earning college credit), portfolio, letters of completion, report, etc.; e.g. related work – employment contract, job description. The above evidence will be submitted by September 15th to the District Professional Development Committee for review, who will notify the Superintendent of successful completion or failure to comply.
- E. Certificated employees on Sabbatical leave will receive compensation equal to 50% of the employee's base salary (of the sabbatical year) on the pay schedule. (09-08-98)

Attach written outline of what you intend to do. Summary information attached to the application should include:

- The name of the college or university where you intend to enroll.
- The course names or an outline of the course of study.
- The terminal degree, certificate, or endorsement.
- Information about where and how you will be observing other delivery models.
- If employed, a description of the related employment.

Applicant's Signature _____

Principal's Signature _____

Committee Recommendation _____

Date _____

Board Action _____

Date _____