

## **Instructional Staff Sabbaticals**

Licensed personnel are eligible for sabbatical leave pursuant to this policy.

Requests for sabbatical leave shall be filed with the superintendent no later than February 1 and will become effective on the first contract day of the following school year. Requests for one-half school year sabbatical leave for the second semester shall be requested no later than October 1 and will become effective the beginning of the second semester as set by the school calendar.

The eligible employee shall have completed at least six full years of service in the district prior to being granted sabbatical leave and shall complete another six full school years to be eligible for another sabbatical leave.

Sabbatical leave will be granted only for an approved scholarly program, education or research beneficial to the district. Travel related to subjects taught will be considered. Employees granted leave will be required to submit outlines of their leave to the superintendent at the time of approval and written reports within 30 contract days after their return to service.

Prior to being granted sabbatical leave, an employee must enter into a written agreement with the district that upon termination of such leave, the licensed employee will return to the district for a minimum of one year. After the employee's return, this period of time may be shortened upon mutual agreement of the employee and the district or for reasons of health or disability. The employee shall sign appropriate documents to ensure repayment to the district of the full salary paid during the sabbatical leave in the event the employee fails to complete the obligation to return for a one year period following sabbatical leave. Repayment will not be required if the employee fails to complete the one year return obligation due to death or disability.

While on sabbatical leave, employees shall be paid 50% of their regular salary in effect at the time the leave commences.

Any employee currently on a remediation plan is not eligible to apply for sabbatical leave.

If a sabbatical leave is terminated due to accident or illness, the employee shall be placed on leave without pay. No sick leave may be used or accumulated during sabbatical leave. Any sick days accumulated prior to the sabbatical leave shall be continued upon the employee's return to regular employment.

Adopted: October 25, 2000

Revised: September 26, 2013

Revised and recoded by the Board: July 17, 2019

LEGAL REFS.: C.R.S. 22-32-110(1)(k) (*Board of Education specific powers*)  
C.R.S. 22-63-203 (2)(b)(III) (*probationary teachers*)

File: GC-5 (GCCAF)

CROSS REF.:

*Administrative policy:*

GBDA, Board-Staff Meet and Confer

Weld County School District Re-3J, Hudson, Colorado