

Dayton School District 8

Code: **GCQF**
Adopted: 05/14
Readopted: 8/11/15
Orig. Code(s): GCQF

Sabbaticals

1. An employee must have worked in the district for five years before a sabbatical will be considered.
2. The sabbatical must benefit the district. The staff member must gain knowledge/skill/experience during the sabbatical which will be of value to Dayton students and/or staff.
3. Any sabbatical for longer than one year will not be considered.
4. Requests for sabbatical must be made by March 1 of the year prior to the leave.
5. Staff members on sabbatical will not be given a step increase on the salary schedule for the year they were gone.
6. A staff member may not request a sabbatical the year following being on a Plan of Assistance for improvement.
7. The expectation is that the staff member will return to employment in the Dayton School District after the sabbatical.

Sabbatical requests must start at the building level and have principal approval. If approved, the request is then sent to the superintendent for denial/approval. The last step is denial/approval by the Board.

If the request is denied at the principal or superintendent level, it may be appealed to the next approval level. If the request is denied by the Board, the decision is final.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)