

# Lane Education Service District Administrative Rule

Code: **GCQF-AR**  
Adopted: 2/11/94  
Revised/Readopted: 9/25/01  
Orig. Code(s): GCQF-AR

## **Sabbaticals - Procedures**

After five consecutive years of service with the ESD, a licensed employee may, subject to the constraints of available resources and consideration for the impact on programs and staff, be granted sabbatical leave.

**Application:** Application for such leave shall be made to the employee's service area administrator no later than February 15 preceding the academic year of the desired leave.

**Selection:** Applications shall be reviewed by the Board, the superintendent and selected administrative staff members, none of whom shall have a pending leave application.

Sabbatical leave shall only be granted for the following purposes: study, travel and related work experience. Sabbatical leave for the purpose of travel will normally be approved only if the proposed travel program incorporates a plan of study or research in an area related to the applicant's field of work.

The total number of licensed ESD staff members on sabbatical leave at any one time shall not exceed two of the total eligible staff members.

The ESD reserves the right to specify, within the limits of statutes and judicial precedence, the conditions under which sabbatical leave may be taken.

**Commitment of Employee:** Acceptance of sabbatical leave incurs a commitment by the employee to return to active duty in the ESD for a period equal to twice the time spent on sabbatical leave, unless the employee is rendered physically or mentally unable to do so.

Within 30 days of the employee's return to active duty, he/she shall file a written report of the sabbatical leave with the superintendent. Should it be determined by the superintendent that the intent of a sabbatical leave was not fulfilled, the Board may take action to financially penalize the employee.

Interruption of leave by a verifiable serious illness or accident shall not constitute a violation of the contract or prejudice the employee against receiving the rights and benefits provided for under the terms of the sabbatical leave agreement, provided such interruption is not extended over a period of time that would cause the purposes of the leave to be abandoned. In such latter case, the sabbatical leave and its benefits may be terminated. In all cases of serious injury to or illness of the employee on sabbatical leave, the superintendent shall be promptly notified by registered letter.

**Compensation:** The employee shall be compensated at one-half the salary to which he/she would have been entitled had leave not been taken.

While on leave, the employee shall be entitled to insurance benefits provided his/her peers.

Generally: At the expiration of the sabbatical leave, the employee shall, unless otherwise agreed by the employee, be reinstated in the position held at the time of the granting of the leave.

Time on sabbatical leave shall not be counted as time on the job for purposes of vertical advancement on the salary schedule.

Course credit obtained during sabbatical leave will be applied toward credit on the salary schedule if approval prior to the leave has been obtained by the employee.