

# Emery County School District

## Sabbatical Leave Application for Licensed Employees



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Work Location: \_\_\_\_\_

District Experience: \_\_\_\_\_ Grade Levels: \_\_\_\_\_

Content Areas (Secondary): \_\_\_\_\_

Current Endorsements (Secondary): \_\_\_\_\_

Previous Sabbatical Leave: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, dates: \_\_\_\_\_

**Purpose of Sabbatical** (Attach to this application a complete description of the following:

- a) Dates of the requested Sabbatical Leave
- b) Purpose of Sabbatical Leave, along with an explanation of the need for full-time absence from employment
- c) Specific objectives to be achieved
- d) Listing of college courses and/or areas of study or work experience to be completed
- e) How training will be used, upon return to assignment, to benefit the District, School, and students

**Policy Agreement:** Per District policy, I understand the following:

- a) I must be employed by the ECSD for at least 7 years to be eligible for leave;
- b) Leave can be only be granted for up to a maximum of one year;
- c) Leave is to be used to pursue advanced study or work experience that is directly relevant to my assignment;
- d) I cannot take Sabbatical Leave more than once every 7 years;
- e) Leave application must be submitted at least 90 days before the last day of school;
- f) Leave requests must be approved by the Superintendent and the Board of Education;
- g) I will receive the difference in pay between my salary and the salary of the educator who replaces me;
- h) I will be rehired contingent upon job qualifications for available jobs in the District
- i) I agree to teach in the ECSD for at least two years after my return, or I will refund to ECSD any monies paid to me while on Sabbatical Leave

I hereby submit this application for sabbatical leave and understand the regulations listed above:

Educator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval:**

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Board President Signature \_\_\_\_\_ Date \_\_\_\_\_