

SABBATICAL LEAVE

Sabbatical leave may be granted by the board to a full-time employee for study that will enhance Souhegan High School and the employee, subject to the following conditions:

- a. The employee has worked at least 35 hours per week and completed at least seven full school years of service in the Souhegan School District.
- b. Up to two employees may be granted sabbatical leave in each two-year period, subject to school board approval and voter appropriation of sufficient funds.
- c. Application for sabbatical leave must be in the superintendent's office not later than November 15 for the following school year. The application shall detail the project to be undertaken during the sabbatical year and set forth the value of such leave to the high school and employee.
- d. Sabbatical leave may be granted to employees who design an independent study or enroll in a formal program at an accredited college or university which leads to skills and specialization which are needed by the district.
- e. Decisions granting sabbatical leave will be made by the board upon the recommendation of the superintendent no later than January 15 at which time an eligibility list will be established for those with acceptable proposals not immediately granted such leave. Employees must accept or refuse the leave by January 31. When an employee refuses a sabbatical leave, the next employee on the eligibility list shall be offered the leave.
- f. Funds to support a board-approved sabbatical leave will be included in the budget. However, the Board reserves the right to rescind its approval in the event the operating budget is reduced at an annual or special school district meeting or some other financial emergency arises. In the case of rescission because of a financial emergency, the board shall reimburse the teacher for any pre-paid expenses.
- g. An employee on sabbatical leave shall be paid one-half his or her normal salary for the duration of the sabbatical, with the duration not to exceed one school year.
- h. A half-year or full-year sabbatical shall count as one year of teaching experience on the compensation schedule. If qualified, the returning employee may advance to higher degree level.

- i. All fringe benefits will be retained during the leave with the exception of course reimbursement and accumulated sick leave days which will resume when the employee returns to full time work. Returning to the position the employee held immediately before the sabbatical leave will be carefully considered, but it cannot be guaranteed; however, the employee will be assigned within the scope of the employee's certification and qualifications.
- j. As a condition of receiving final approval for a sabbatical leave, an employee must file with the superintendent the provided contract agreement which stipulates the employee's return to Souhegan High School for a period of two years after the expiration of the sabbatical leave. If the employee leaves before completion of the above requirement, the employee must repay the district an amount prorated to the remaining service. Repayment may be deferred only when physical disability is incurred or by mutual consent of the parties.
- k. After having received a sabbatical leave, an employee may apply for a second leave only after seven additional full school years of service at Souhegan High School.
- l. A report or summary of the sabbatical leave shall be submitted to the faculty, the superintendent and the board upon the completion of the leave. Periodic progress reports on the sabbatical leave, as requested by the board and the administration, shall be furnished by the individual during the leave period.
- m. Employees on sabbatical will be entitled to \$600 for course work, workshops, seminars, and institutes subject to prior approval by the superintendent.

ADOPTION: December 1995

REVISION: August 1999