

Downey Unified School District

CERTIFICATED PERSONNEL

SABBATICAL LEAVE

AR 4160

Eligibility

Any permanent certificated employee of the District under the age of 60 who has rendered at least seven consecutive years of service to the District immediately preceding the application for the leave shall be eligible to apply for sabbatical leave for a period of not less than one semester nor more than one year. A full year of service shall consist of 75% of the school year without absence for illness or other causes.

Purpose

The purpose of sabbatical leave is to improve the caliber of instruction so as to benefit the pupils of the District and, indirectly, the District itself.

Sabbatical leave for full time study and/or approved travel may be granted to any certificated employee on the following conditions:

1. Additional Professional Study. Applicants who submit a detailed program of study for a sabbatical leave of absence shall undertake a full load of at least 16 semester units of undergraduate work per semester or 12 semester units of graduate work per semester at an accredited teacher training institution or the equivalent thereof.
2. Acceptable Travel. Applicants who desire to travel must submit a detailed statement of the proposed itinerary. Acceptable travel is defined as travel in foreign countries. Travel must be related to the school work of the employee. At least one communication from the employee during foreign travel is required. If travel and study are combined, one calendar month of travel is equivalent to 3.2 semester units of undergraduate credit or 2.4 semester units of graduate work.

Length of Leave

A sabbatical leave may be granted for a period of not less than one full semester nor for more than one full year. A sabbatical leave will not be granted unless the inclusive dates of the leave fall within one school year.

Deadline for Application

Application for sabbatical leave must be filed with the Personnel Office by March 1 for the following school year, or by October 15 for the spring semester only.

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Compensation and Salary

Every employee granted a leave of absence may be required to perform such services and may receive such compensation during the leave as the Board of Education and the employee may agree upon in writing. The compensation shall be 50% of his/her regular salary.

Method of Payment

The compensation shall be paid the employee while on leave of absence in the same manner as if the employee were teaching in the District, upon the employee's furnishing a suitable bond. The bond shall indemnify the Board of Education against loss in the event that the employee fails to render the required service, which is equal to twice the period of leave, in the employ of the Board of Education following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render the required service is caused by the death or physical or mental disability of the employee.

Accident or Illness

In case of serious accident or illness which prevents the employee from fulfilling the obligations of the approved sabbatical leave, the employee shall, if physically able, send verification by certified or registered mail to the Personnel Office within 10 days of such accident or illness or within 10 days of knowledge that such accident or illness would prevent completion of the sabbatical leave obligations.

Return to Service

At the expiration of the leave of absence the employee shall, unless he/she agrees otherwise, be reinstated in a position equivalent in duties to the position held by him/her at the time of the granting of the leave of absence and retain his/her position on the salary schedule, including any increments, provided he/she shall have notified the Board of Education not later than May 1 of the year of absence that it is his/her intention to return for the next ensuing school year.

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Evidence of Fulfillment of Leave

Each employee returning from leave shall file before he/she returns to duty a transcript of work taken and grades earned, or summary of his/her trip, together with a statement of the educational growth believed to be obtained and any other evidence that he/she has met the objective stated in his/her application. An employee shall not be considered as having completed the requirements of his/her sabbatical leave until his/her report has been approved by the Superintendent and the Board of Education.

Limitation on the Number of Leaves

The number of employees on sabbatical leave during any one semester shall not exceed one percent of the total certificated membership.

Liability of Board and District

Both the Board of Education and the District shall be freed from any liability for the payment of any compensation or damages provided by law for the death or injury of any employee of the District employed in a position requiring certification qualifications when the death or injury occurs while the employee is on any leave of absence.

Application for Leave

Application for sabbatical leave shall be made to the Board of Education through the Personnel Office. Applications shall be made on prescribed forms.