

Leave of Absence without Pay For Sabbatical Purposes

A. Personnel Covered

This regulation shall apply to all full-time employees.

B. Definition

Sabbatical purposes are defined as those related to study, research, or rest.

Leaves of absence without pay for sabbatical purposes may be granted with the approval of the superintendent.

C. Salary Scale and Benefits

Time spent on leave of absence is not considered to be a period of service for the purpose of determining placement on salary schedule. Accumulated sick leave will not be jeopardized. However, sick leave may not be used during the sabbatical period, nor will additional sick leave be accrued for the leave period.

D. Group Insurance

Group insurance plans maintained by the school board may be kept in effect for a period not to exceed one (1) year if the person so affected assumes the responsibility for full payment of the insurance premiums.

E. Return from Leave

Approval of the request for a leave of absence without pay for sabbatical purposes assures an employee that at the expiration of the leave, the employee will be offered a position in the school division and that re-employment will be with full rights and privileges to which the individual was entitled and qualified at the time the leave became effective. An effort will be made to place the returning employee in the same position or a position similar to the one held at the time the leave was granted. An employee who is granted a leave of absence shall notify the superintendent, in writing, of his/her intent to return to active employment prior to March 1 of the sabbatical period.

This policy shall in no way infringe upon the rights and responsibilities of the superintendent in the assignment of personnel as described by Virginia school laws.

F. Application

Application for a leave of absence for sabbatical purposes must be addressed to the division superintendent and shall state the reason for the request, the period of time (not to exceed one year) for which leave is desired, and the intention of the applicant to resume employment in this school division at the conclusion of the leave of absence.

Adopted: November 17, 1997

Amended: October 17, 2005

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