

SABBATICAL LEAVE

A sabbatical leave may be granted by the Board of Education for further study or for other reasons deemed to be of value to the school system.

Sabbatical leave may be granted for a full year or for a full semester (at half pay in either case), but at no time would a sabbatical leave be granted for a portion of a semester.

The applicant for sabbatical leave must have completed at least six (6) full school years of service in the Windham School System at the time of application and will have completed seven (7) full years in the Windham School System before starting the sabbatical leave.

In considering an application for sabbatical leave, the following criteria will apply.

1. Years of service of applicant
2. Number of years application has been submitted
3. Type of research or study planned and its value to the school system
4. The urgency of proposed research or study
5. Availability of a competent and qualified substitute
6. If for further study, acceptance to a qualified graduate school

All candidates for sabbatical leave for the full school year or for either semester must apply in writing to the Superintendent of School on or before January 1 of the school year preceding the year of such leave.

Formal, written application must be made no later than February 1 and such application will define the nature of the activity to be pursued during the year the applicant is on sabbatical leave. If the sabbatical leave is to be used to pursue a formal educational program, this program will be detailed in writing and proof must be presented showing acceptance in the program at the time of formal application. If the reason for the request for sabbatical leave is to pursue an activity other than a formal program, the nature and the extent of the activity must be clearly defined. The advantage of the activity or formal program to the school system must be specified at this time.

The written application will be reviewed by the full sabbatical leave committee and if sufficiently clear in presentation of the program and in the ultimate worth to the school system, the committee will make its recommendation in writing to the Superintendent of Schools no later than March 1.

If the committee has questions or feels the need for clarification or additional information, the committee may require the applicant to meet with the committee before making its recommendation to the Superintendent. The applicant may request a meeting with the committee to clarify further any aspect of the application.

Upon the return from the sabbatical leave, every applicant will submit a written summary or present an oral report outlining the educational benefits to the school system as a result of the sabbatical leave

Legal Ref: Title 20-A MRSA Section 13604