

Anoka-Hennepin School District #11

Application for a Sabbatical Leave

Section 1. Sabbatical Leave -

Teachers: Sabbatical leave will be available and may be granted under the following conditions:

Subd. 1. It shall be for professional study.

Subd. 2. A teacher shall be in the seventh year of consecutive employment by Independent School District No. 11 before the teacher may request leave.

Subd. 3. Request for such leave shall be submitted in writing to the Employee Services Director or Director of Curriculum at the earliest possible date, but in no case shall this be after January 31 of the year previous to the year for which the request is made. Requests for sabbatical leave will be evaluated and recommended or rejected by an evaluation committee no later than March 1. Individuals will normally be limited to sabbatical leave no more than once every seven years. A written response shall be given to all applicants rejected by the committee.

Guidelines for Sabbatical Leave

The leave shall be for a planned program of professional study intended to improve the background, training, and skills of the teacher and enable them to better serve the School District. Toward this end, the sabbatical proposal must address the Components of Professional Practice as established by the School District.

Sabbaticals will be available and may be granted for college credit programs and non-traditional programs. For college credit programs, full-time study is defined as earning no less than 36 quarter credits (24 semester credits) during the year of absence.

The selection committee will include a Teaching & Learning Specialist, a teacher or administrator advocate invited by the candidate, and the Director of Curriculum, Instruction, and Assessment. The selection committee will consider the following:

- A. current district needs
- B. benefit to students
- C. quality of the program as described in the application
- D. completeness of the proposal
- E. Endorsement from your administrator/supervisor
- F. A plan outlining the presentation to your building after the completion of your sabbatical

Depending on the pool of candidates, the committee may also consider the balance between elementary and secondary applications and whether the candidate has been granted a sabbatical leave of absence in the past.

The following information is pursuant to MN. Statute 122A.49 and the collective bargaining agreement between Anoka-Hennepin Schools and Anoka-Hennepin Education Minnesota

Sabbatical Leave: Sabbatical leave is for the purpose of enhancing teaching, course and curriculum development, or conducting research, or other scholarly activities related to instructional programs within the teacher's field of expertise. The teacher agrees to complete

the approved course of study and the plan for contributing to the professional development of other faculty in the District that is outlined in the sabbatical leave application. (attached)

Notice of return: Prior to February 1, the teacher shall inform the Employee Services Department of the teacher's teaching intentions regarding the school year immediately succeeding the year of sabbatical leave.

Compensation: If the teacher has worked in the District for at least seven consecutive years the reimbursement for sabbatical leave shall be one-half of the teacher's salary for the year of leave, or, if the teacher chooses, three-fourths salary for the year of the leave and three-fourths salary for the year following the leave. This reimbursement shall be paid on the condition that the teacher completes all requirements of the sabbatical leave and returns to teach in District No. 11 during the year immediately following the year of leave.

Obligation to Refund: If the teacher does not return to teach to the original full-time equivalent in District No. 11 after the year of sabbatical leave, the teacher shall be obligated to refund any and all amounts paid to or on behalf of the teacher for the period of the sabbatical; this includes but is not limited to salary, 403(b) District contribution, 403(b) teacher contribution, TRA District contribution, TRA teacher contribution, social security and Medicare (both District and teacher contribution), federal and state taxes, and any and all other money or benefits paid out.

Retirement: Deductions from salary will be made for retirement and Social Security. The retirement deduction will be based on the full salary that would have been paid if the teacher were not on a sabbatical leave.

Sick Leave: One-half of the days normally allowed will be credited for the year of sabbatical leave. These days are added to the days already in the leave bank.

Salary Schedule Movement: The sabbatical year counts as a year of service to the School District. The teacher on sabbatical leave goes to the next salary performance increment for the year following the leave.

Insurance Coverage: Health, Life, and Dental insurance policies shall continue to be provided. The District will not contribute premiums for these policies.

**Application for Sabbatical Leave
Anoka-Hennepin District No. 11
2727 Ferry ST N
Anoka, MN 55303**

**THIS APPLICATION MUST BE RECEIVED BY EMPLOYEE SERVICES
PRIOR TO February 1 PRECEDING THE SCHOOL YEAR FOR WHICH THE
LEAVE IS DESIRED**

Subd. 4. The granting of such leave shall be limited to .8 % of the teaching staff in the school year in which the request is made. If a teacher approved for sabbatical leave decides to reject the leave and so notifies the District before June 30, previously rejected applicants shall be eligible for this leave.

Today's date:

First Name:

Last Name:

Employee #:

Building:

Assignment:

Work Phone:

Cell Phone:

Email address:

Start date with Anoka-Hennepin:

Teaching license:

FF#

License expiration date:

1. What are the motivating factors for you to apply for a sabbatical?

Please complete the following section if your proposed sabbatical leave is with a college or university.

Sabbaticals will be available and may be granted for college credit programs. For college credit programs, full-time study is defined as earning no less than 36 quarter credits (24 semester credits) during the year of absence.

I have been accepted into _____
 (College or University)
 for this proposed program of sabbatical leave study.

I am proposing the following program of a traditional sabbatical leave study:

Institution	Course#	Course Title	Class Credit	Quarter or Semester

Please complete the following section if your proposed sabbatical leave is NOT with a college or university.

1. Please outline your plan for your non-traditional sabbatical:

Salary Option; check one:

50%

75%

I have read the conditions governing sabbatical leaves of absence and in requesting this sabbatical leave of absence I accept the conditions thereof:

Signature of Applicant:

Date:

To be completed by Employee Services:

Verification of Seven Years of Service: _____

Endorsement of Principal/Supervisor: _____

The Principal/Supervisor agrees to collaborate with the applicant on PD presentation upon return from sabbatical. Yes No

Sabbatical Review Committee

Names: _____

Review Date: _____

To be completed by the Director of Curriculum, Instruction, and Assessment

Recommended leave to be granted: _____

Recommended leave to be denied: _____

Comments:

Date: _____