SABBATICAL LEAVE FOR PROFESSIONAL PERSONNEL

A. Eligibility for sabbatical leave shall be determined by the following criteria:

1. Must have been employed by the Ingham Intermediate School District for at least seven consecutive years.

2. Absence from service for a period of not more than one year under a leave of absence without pay granted for professional improvement, restoration of health, or maternity leave, shall not be deemed a break in continuity of service.

3. Must not have been granted a sabbatical leave by the Board of Education during the seven (7) years of service immediately preceding the proposed leave.

4. If a number of requests are in excess of the number to be granted, employees whose request represents their first sabbatical will be given preference if the quality of the plan meets the approved criteria.

5. Sabbatical leaves may be granted for research, study, writing, or travel, and they must serve the purpose of the district. The Board reserves the right to determine among eligible candidates based on its judgment of the best interests of the district.

6. An applicant shall stipulate, through written agreement, the intention of remaining in the service of the district for a period of no less than two times the duration of the leave after the expiration of the sabbatical leave.

B. QUOTA is determined to be no more than two (2) sabbatical leaves each year. In times of fiscal constraints, the Board may require that any sabbatical leaves granted be consistent with staff reduction programs then in effect.

C. DURATION: A sabbatical shall not exceed two (2) semesters. (State Law) This shall be interpreted as a school year.
D. APPLICATION PROCEDURES shall include the following:

1. Application forms will be made available through the human resources office.

2. Applications for sabbatical leave must be filed in writing with the human resources office not later than January 15th of the school year preceding the leave. The superintendent may waive this date for good cause shown.

3. An applicant for a sabbatical shall file with the application form an outline of his/her program for the period requested for sabbatical leave. This plan shall be described on an attached statement and include details for either study in an approved college or university, or a program or project (research, writing, travel), to be pursued independently by the applicant.

4. The employee shall submit the following documents:
   a. Application form
   b. Promissory note
   c. Recommendation from the immediate supervisor and the division head.

5. Applications will be reviewed by a division head (other than immediate supervisor) and the director for human resources for recommendation to the superintendent. The superintendent will make a recommendation to the Board.

6. Applicants may be required to meet with the Board to discuss the request

E. SALARY CONSIDERATIONS

1. An employee on sabbatical leave will be paid one-half of scheduled salary for the leave period.

2. Compensation will be paid while on sabbatical leave in the same manner and subject to the same conditions as if the employee were working in the district.

3. An employee granted such a leave will advance on the salary schedule the same number of steps he/she would have advanced had he/she been on the staff of the intermediate school district.
4. Insurance benefits will be paid on the same basis as during the prior school year (e.g., An employee who was full time prior year would receive fully paid benefits; a less than full time employee would have benefits pro-rated as in the prior year.) Employees whose benefit payments are pro-rated under this provision must pay their share of the premium in advance in order to obtain the coverage.

5. The employee is responsible for notifying the business and finance office as to the place to which his/her checks will be addressed during the period of leave.

6. The professional employee on sabbatical leave is considered to be in the employ of the Ingham Intermediate School District and shall have a contract. However, the district shall not be held liable for death or injury sustained by any staff member while on sabbatical leave.

7. The employee shall forfeit sabbatical leave status if he/she is on any other payroll during his/her leave of absence. The employee is at liberty, however, to seek foundation grants, scholarships, and fellowships or like awards, which are non-taxable.

8. Employees on sabbatical leave are allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the Michigan Public School Employees Retirement Fund Board. It is the responsibility of the employees to request such credit.

F. REPORTS

1. The employee on sabbatical leave is required to furnish periodic reports to the district to demonstrate that all requirements of the leave are being met.

2. The immediate supervisor and sabbatical recipient shall predetermine the method of reporting, and the employee shall furnish such communications, as the supervisor deems necessary to determine that the employee is fulfilling the purpose of the leave.

3. If the superintendent determines that an employee on leave is not fulfilling the purpose for which the leave was originally granted, he/she shall notify the Board. The employee will be informed of any recommendation from the superintendent to terminate the leave. The employee will be given an opportunity to show cause why the leave should not be terminated before the Board takes action on termination.
4. A final report shall be filed with the superintendent within one month after the employee resumes active service with the district. The final report shall include names of institutions attended, courses pursued, credits received, experience gained, and the itinerary of travel, together with the employee's evaluation of his activities and the degree to which they may be applied to the benefit of the intermediate school district.

5. Employees may be asked to report research finding or other data of interest to other employees of the district.

G. OBLIGATIONS

1. An employee granted a sabbatical leave must return to the intermediate school district and serve for a period of not less than two times the length of the leave, immediately following completion of the leave.

2. Employees failing to return to the system for the required period shall repay the Board the sabbatical leave salary and benefits pro-rated for the period of the unfulfilled obligation.

3. Recipients shall be required to execute a promissory note, assuring refund within two years should the requirement to return to the system not be met.

H. STATUS UPON RETURN FROM SABBATICAL LEAVE

1. While on sabbatical leave, the employee shall retain all unused accumulated sick leave. Sick leave is not accumulated while on sabbatical leave, and accumulated days are not available for use during the leave.

2. An employee who has tenure status shall retain such status and upon return from sabbatical leave shall be restored to his/her former position, or to a position of like nature, seniority, status and pay.

ADMINISTRATIVE REGULATION

Approved: February 19, 1985
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