

## PROFESSIONAL STAFF LEAVES OF ABSENCE

### I. Sabbatical Leave:

- A. The Board of Education, upon the recommendation of the superintendent of schools, may grant a sabbatical leave to qualified personnel for study, travel, or other purposes deemed by the Board and superintendent in their absolute discretion to be in the best interests of the School District and staff members subject to the following additional conditions.
- B. Upon recommendation of the superintendent of schools, the Board of Education may grant a sabbatical leave to a contracted employee who has been employed at least six consecutive years, and who has not had a sabbatical leave during the six consecutive years immediately preceding. The leave granted shall not exceed two semesters.
- C. An employee on sabbatical leave shall receive as compensation during the period of absence one-half of their regularly-scheduled salary, not to exceed one-half of the master's degree maximum.
- D. The number of persons given sabbatical leave in any year shall not exceed one percent (1%) of the total number of instructional employees. The number of leaves granted shall be distributed throughout the system. If the number requesting sabbatical leave exceeds the number of such leaves available, as determined by the Board, the selection shall be based on:
  1. The estimated value of the plan to the individual and to the school district.
  2. The seniority of the employees requesting sabbatical leave.
  3. The length of time since the last sabbatical leave.
- E. An employee who receives a sabbatical leave shall agree to return to service with the Board of Education for a period of three years. The employee who fails to return to the system upon completion of sabbatical leave or to complete three years of continuous service thereafter, shall refund compensation paid during the sabbatical leave on the following basis:
  1. If the employee fails to return to the school district upon completion of sabbatical leave or fails to complete the first full year after the sabbatical leave, then the full amount of compensation paid by the school district during the sabbatical leave shall be refunded to the school district.

2. If the employee fails to return to the school district for the second year after completion of sabbatical leave, or fails to complete the second year after return from sabbatical leave, then the employee shall pay the school district two-thirds of the compensation paid during the sabbatical leave.
  3. If the employee fails to return to the school district for the third year upon completion of sabbatical leave, or to complete the third year after return from sabbatical leave, then the employee shall pay the school district one-third of the compensation paid during the sabbatical leave.
  4. An employee who because of death or disability is unable to return as an employee to Pattonville, or to complete three years after return from sabbatical to Pattonville, shall not be obligated to repay any portion of their sabbatical leave salary.
- F. Pattonville agrees to use good faith efforts to return employee to employee's former position with Pattonville. If that position is unavailable, the employee shall be returned to the most comparable position available for which the employee is qualified by experience and training. Pattonville's determination of a position for employee after employee's return from sabbatical leave shall be binding on both Pattonville and employee so long as Pattonville has acted in good faith.
- G. The employee, upon return from sabbatical leave, shall make such reports as may be designated by the superintendent of schools.

Adopted: June 8, 1982

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