

Administrative Procedure 428

Sabbatical Leave

Background

The district may provide an opportunity for sabbatical leaves for teachers under the terms of the collective agreements.

This administrative procedure describes the process for selecting candidates for sabbatical leave.

Procedure

1. The teacher shall submit, in writing, a résumé of notable features about his or her professional work:
 - 1) in the classroom;
 - 2) in the school;
 - 3) in the county; and
 - 4) beyond the county.
2. The teacher shall submit, in writing, a statement of the manner in which the sabbatical leave is to be used and indicate the benefits likely to accrue to the students when the teacher resumes teaching.
3. The applicant will submit a résumé of years of unbroken service with the district, which shall not be fewer than six years at the end of the year immediately preceding the year in which the application is submitted.
4. The teacher shall submit an application for leave before December 1 prior to the September on which the leave is to begin.
5. The teacher must supply a written undertaking to return to the service of the district for a period of two years immediately following the leave period.
6. Following receipt of the teacher's application for sabbatical leave, the Director or designate shall request of the applicant's principal a comprehensive evaluation of the teacher's educational contribution during the period of service with the district. The Director or designate shall also prepare a written appraisal of the teacher's work.
7. The final selection of the candidates applying for sabbatical leave shall be made by the district not later than February 28 of the year in which the leave is to begin, on the recommendation of the Sabbatical Leave Committee following the interviews of candidates.

8. Each staff member agrees, upon returning from sabbatical leave, to submit a written report to the Director of Education on the essential features of the sabbatical experience.

Legal Reference

Education Act S. 265

Ontario Regulation 298—Operation of Schools S. 20

Ontario Regulation 98—Teacher Learning Plans