

# Santa Barbara Unified School District

## Administrative Regulation

AR 4361.31

### Management and Confidential Personnel

#### SABBATICAL/EDUCATIONAL LEAVES

##### **Sabbatical Leave**

Any management employee who has rendered service to the district for at least seven consecutive years may be granted a sabbatical leave for not less than one semester and more than one year, with the recommendation of the Superintendent and the approval of the Board. This is to permit study or travel which will benefit the schools and pupils of the district.

Sabbatical leave applications shall be submitted to the Superintendent by January 15. Sabbatical leave will be granted only for one semester or one year. Sabbatical leaves shall begin with the beginning of semester only, unless otherwise recommended. A one-year sabbatical leave must be taken during one school year.

At the expiration of sabbatical leave, the employee shall be assigned to the position to which he/she served prior to the beginning of the sabbatical or other assignment as agreed upon before the leave was granted.

In all matters not herein mentioned, the Education Code shall govern sabbatical leave, and all amendments to the Education Code affecting sabbatical leave shall become part of these rules and regulations.

##### **Compensation while on Sabbatical Leave**

Management employees granted sabbatical leave are entitled to receive 50 percent of their salary as it would be on the management salary schedule.

Excepting for reason of death, or physical or mental disability, the employee shall be required to serve the district for a period of service equal to twice the period of the leave at the termination of the leave. He/she shall indemnify the district against loss in the event of failure to render such service by furnishing in advance of the subject leave a suitable bond in accordance with Education Code provisions.

All management fringe benefits will continue as though employees were on regular service. Seniority and annual salary increments accrue during the time of such leave the same as though the employee were on regular service.

##### **Granting Sabbatical Leave**

Sabbatical leaves shall be granted only in accordance with the following provisions:

1. **Sabbatical leave for study:**

A management person shall complete at least 18 semester units of work during a sabbatical year, not less than eight semester units of which shall be completed during either semester while on such leave. These courses shall be exclusive of correspondence courses. The courses must be listed in the planned program presented to the Superintendent. A special project, research problem or courses may be substituted for the unit requirement, if approved in advance by the

Superintendent. Transcripts or other evidence of completion shall be submitted to the Personnel Office within 60 days after the employee's return to duty.

**2. Sabbatical Leaves for Travel:**

Employees on sabbatical leaves for travel shall remain in travel status at least three and one-half months of each semester of leave granted.

The application for leave shall include, in general terms, an itinerary of the proposed travel, together with a statement concerning the proposed objectives of the travel.

Upon completion of the leave, and within 60 days of the return to duty, a detailed itinerary, and written report of about 10 pages shall be submitted to the Superintendent's Office setting forth the reactions to the trip and a statement of the benefits received from it.

Scholarships and fellowships, in addition to transportation and tuition grants, may be approved. Unusual types of employment may be approved by the Superintendent.

**Educational Improvement Leave**

After completing four consecutive full years of district service, any management employee may, at the discretion of the Board, be granted a leave of absence without pay for educational improvement of not less than one semester nor more than one year. An extension of the leave period may be granted where completion of the course for advancement requires longer than one year and where the advantages will accrue to the district.

The requirements for a leave of absence for study are either:

1. A minimum of 18 units of upper division or graduate work taken during the period of the year's leave
2. A program for individual study

Prior approval for the program of exemption from the upper division or graduate course work shall be obtained from the Superintendent. A report shall be submitted at the completion of the program. No salary shall be paid or seniority rights accrue. Employee may pay for health benefits.

**Exchange Leave**

After having completed five full years with the district, a management employee may apply for an exchange position. Request for an exchange leave must be discussed with the Superintendent before formal request is presented to the Board. This should be done no later than February 20, unless the announcement of such opportunity is not made prior to February 20. Salary and benefits shall be approved at the time of granting the exchange. The exchange leave shall count as a year of experience for salary and other purposes. Employee may return to like position.

*Legal Reference:*

EDUCATION CODE

*44966-44973 Leaves of absence for study or travel*

Regulation: SANTA BARBARA UNIFIED SCHOOL DISTRICT

Approved: January 26, 2010 Santa Barbara, California