

## **Professional Staff Sabbatical Leave**

A member of the professional staff may have a leave for one school year for the purpose of professional improvement through college courses or travel related to one's educational field.

This leave may be granted only to staff or administrators with seven (7) or more years of service in the Northwest Colorado BOCES. A maximum of one (1) member of the professional staff may be on leave at any one time.

A member of the professional staff may have leave for one entire school year or one half (1/2) school year; first semester or second semester. One half (1/2) year's pay for one (1) year sabbatical and one quarter (1/4) year's pay for one half (1/2) year both to include insurance benefits equivalent to that of a regular member of the staff. Sick leave and personal leave credit will not be earned during the sabbatical leave.

The BOCES will require at least two full years of service from the staff person or administrator, subsequent to return from one year's leave. A total of one year only must be served in the BOCES in the event the leave recipient has taken only one half (1/2) year's leave. If the staff member doesn't fulfill the time commitment upon return, he/she must repay an amount to the BOCES equal to that paid by the BOCES during the portion of the sabbatical not returned in service.

All applications for sabbatical leave, including one half (1/2) year applications, shall be submitted to the executive director by February 1. The executive director shall recommend approval for sabbatical leave to the BOCES Board. The Board shall make the final decision concerning all sabbatical leaves.

All applications will include a proposal identifying objectives to be met by the sabbatical leave and the advantage to the BOCES of the leave.

Upon returning to duties in the BOCES, the individual will not be credited for an experience step on the salary schedule for the time he/she spent on the approved sabbatical leave.

With the granting of a sabbatical, the individual receiving the leave shall enter into a contract with the Board detailing mutual agreement on the following terms:

1. Terms of payment to the individual while on leave.
2. Terms of repayment to the BOCES if the two year (or one) requirement is not met.

3. Position upon return to the BOCES, whether it be the same, comparable or more appropriate to the improvement gained by the individual on sabbatical.
4. Penalty for failure to comply with the contract.
5. Proof of enrollment in a program, or proof of sabbatical travel shall be required upon return to active employment. This shall include transcripts of courses completed.
6. A written and verbal report of the objectives accomplished with the sabbatical leave shall be presented to the Board by the employee upon return to active employment.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010