

## SABBATICAL POLICY

Purpose: The San Francisco School (SFS) offers teacher sabbaticals in order to provide long-term teachers the opportunity to further develop their professional abilities and to bring back to the School renewed energy and skills.

Eligibility: Pre-school head teachers, elementary, middle school and specialist teachers are eligible after ten years of full-time minimum of 30 hours/week) teaching, or equivalent, at SFS.

Requirements: A proposal detailing activities and resulting benefit to the school community and individual, (e.g. degree program additional credential, additional course work in the field) must be submitted by the February 1 preceding the sabbatical. The following are sample sabbatical year expectations:

- \* Education - 18 approved semester units;
- \* Experience - 25 hours per week of supervised field work;
- \* Special Project - calendar of activities detailing  
25 hours per week devoted to project goals.

Sabbatical activities should take place primarily during the school year. The proposals will be individually evaluated.

Conditions: A sabbatical will be granted only if all requirements and conditions are met. Sabbatical salary shall be 50% of the salary that would have paid for regular employment in the sabbatical year. Sabbatical benefits shall include the full time benefits for which the employee would have been eligible, eg. health insurance, dental insurance, long term disability, tuition reduction, and retirement contributions based on the sabbatical salary.

A maximum of one sabbatical will be granted annually. Sabbaticals remain conditional on available funds. Sabbaticals have not yet been funded as part of the regular annual budget. So that individual students will not be taught by sabbatical substitutes in their "primary" class for two consecutive years, such consecutive sabbaticals will not occur. Such potentially consecutive sabbaticals may be awarded on a deferred basis.

Teachers who accept a sabbatical year have agreed to return to teach full-time at SFS directly after the leave for at least twice the period of the leave, unless prevented from doing so by reason of death, physical or mental disability. Teachers shall agree that if they do not so return they shall repay the sabbatical salary in full, including the value of any benefits received, within ninety days of termination of employment. Should the teacher fail to accomplish the activities detailed in the proposal, the teacher shall agree to repay the sabbatical salary in full, including the value of any benefits received. Sabbatical leaves may be abridged for illness, injury, or other good cause. In the event of an abridged sabbatical, the date of resumption of teaching duties remains unchanged.

### Selection Process:

Proposals shall be reviewed by a committee composed of at least an administrator, one teacher and one board member. The committee will make its recommendations to the Board for approval. The recommendations and decisions will be based on the following criteria:

- 1) The impact on the School

- 2) The benefit to the School
- 3) The benefit to the individual teacher
- 4) The relative seniority of the teachers applying. Seniority will be calculated from the date of employment or from the date of the last sabbatical. Each full year of employment at 30 or more hours per week shall count as one year.

sabbatical  
April 11, 1989