

Office Use	
Years:	_____
IPAS:	_____
Pending:	_____
Approved:	_____
Denied:	_____
Letters:	_____

(Deadline for application to be received in Instructional Staffing: **June 14th**)

Application Received Date: \_\_\_\_\_

## APPLICATION FOR PROFESSIONAL SABBATICAL LEAVE TEACHERS ONLY

*(Read reverse side for eligibility requirements)*

**SECTION I - GENERAL INFORMATION**

Name \_\_\_\_\_ Personnel No. \_\_\_\_\_  
 (Last) (First)

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 (Number & Street)

\_\_\_\_\_ Work Phone \_\_\_\_\_  
 (City) (State) (Zip Code)

Present Teaching Assignment/WorkSite \_\_\_\_\_

Years of Teaching Experience in Broward County \_\_\_\_\_ (You must be on Step 10 of the teacher salary schedule or above and have a minimum of five (5) creditable years with the District)

Areas of Certification \_\_\_\_\_

**SECTION II - REASON FOR PROFESSIONAL LEAVE**

The employee must undertake an activity that will be beneficial to him/herself, and the school district. Applicants must be pre-approved for the leave. Acceptable projects during said leave include, but are not limited to:

Please indicate your reason for Professional Leave below and submit an explanation to support your request.

- 1. perform community services.
- 2. serve as a School Board volunteer.
- 3. conduct educational academic research on a pre-approved topic.  
If this option is selected, the employee must provide the Board with a research report.
- 4. teach undergraduate or graduate classes.
- 5. to learn a second language.
- 6. to upgrade related vocational skills.

I am requesting a professional sabbatical leave for the \_\_\_\_\_ school year.

\_\_\_\_\_  
*Applicant's Signature* \_\_\_\_\_  
*Date*

By signing this recommendation, I am verifying that while under my supervision, this teacher has received satisfactory evaluations and is not being considered for documentation.	
_____	_____
<i>Principal's Signature</i>	<i>Date</i>

SUBMIT PROFESSIONAL SABBATICAL LEAVE APPLICATIONS AND SUPPORTING INFORMATION TO  
 SUSAN T. ROCKELMAN, INSTRUCTIONAL STAFFING (3RD FLOOR)  
 600 S.E. THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301

## U. Professional Sabbatical Leave

### A. Eligibility Requirements

1. Full-time bargaining unit members who are in an active pay status (not on leave) with an IPAS evaluation score of satisfactory, hold a current professional certificate, have a minimum of five (5) creditable years with the District, and are on Step 10 or above prior to the effective date of the Professional Sabbatical Leave. The leave will be for a full school year. An employee is only eligible for one (1) such leave during their career with the Broward County School Board.

### B. Requirement While On Leave

1. The employee must undertake an activity that will be beneficial to him/herself, and the school district. Applicants must be pre-approved for the leave. Acceptable projects during said leave include, but are not limited to:
  - a. perform community services.
  - b. serve as a School Board volunteer.
  - c. conduct educational academic research on a pre-approved topic. If this option is selected, the employee must provide the Board with a research report.
  - d. teach undergraduate or graduate classes.
  - e. to learn a second language.
  - f. to upgrade related vocational skills.

### C. Benefits

1. Teachers on this leave will be paid equal monthly installments of \$500 (less FICA and withholding taxes) for ten (10) months. The District will pay retirement contributions on these payments.
2. The affected teacher may elect, upon return from such leave, to make additional retirement contributions and receive retirement credit for the leave period, based on the full salary earned prior to the leave of absence. If additional contributions are not made, only the employee's sabbatical pay shall be used should such period be included in the employee's average final compensation.
3. Professional Sabbatical Leave recipients will continue to receive District paid insurance benefits equal in value to what the employee would have if not on leave.

### D. Application Procedures

1. Employees must apply for the leave not later than June 14th of each year.
2. This leave is irrevocable and the employee may not return to work prior to the conclusion of the leave.

- E. This program shall automatically expire at the end of this contract and may only be continued by mutual written agreement between the School Board and the Broward Teachers Union.