

**Application for Professional Sabbatical Leave  
Educational Professionals/Instructional Employees (Article 23)  
Deadline June 14**

Name: \_\_\_\_\_ Personnel Number: \_\_\_\_\_

Current Assignment: \_\_\_\_\_ Current Location: \_\_\_\_\_

Years Teaching for Broward County Public Schools: \_

The employee must meet the eligibly criteria and undertake an activity that will be beneficial to him/herself, and the school district.

Please indicate your reason for the Professional Sabbatical Leave below and submit an explanation and documentation to support your request. For example, a letter from a community agency. At the conclusion of the leave, you will need to provide documented evidence/artifacts of your project.

- ☐ Perform community services.
- ☐ Serve as a School Board volunteer.
- ☐ Conduct educational academic research on a pre-approved topic. If this option is selected, the employee must provide the board with a research report.
- ☐ Teach undergraduate or graduate classes.
- ☐ To learn a second language.
- ☐ To upgrade related vocational skills

I am requesting a professional sabbatical leave for the \_\_\_\_\_ school year. I understand this leave is irrevocable and I may not return to work prior to the conclusion of the leave.

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

\_\_\_\_\_  
*Date*

By signing this recommendation, I am verifying that while under my supervision, this teacher has received effective evaluations and is not or being considered for documentation.

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

Submit the application to : Susan T. Rockelman, Director, Talent Acquisition & Operations – Instructional: 600 S.E. THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301

**FOR OFFICE USE ONLY**

Date Received		Approved by:	
Employee Evaluations		Date	
Valid Certificate		Sent to HRSS:	
Bargaining Unit Date			
Years of Experience			

## **Excerpt from Broward Educational Professionals Collective Bargaining Agreement**

### **U. Professional Sabbatical Leave**

#### **A. Eligibility Requirements**

- I. Full-time bargaining unit members who are in an active pay status (not on leave) with at least an overall effective evaluation , hold a valid professional certificate, have a minimum of five (5) creditable years with the District, and have the equivalent of at least 10 years of verified teaching/work related experience, 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 District.

#### **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**

- I. Teachers on this leave will be paid equal monthly installments of \$500 (less FICA and withholding taxes) for ten (10) months. The Board 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 Board paid insurance benefits equal in value to what the employee would have if not on leave.

#### **D. Application Procedures**

- I. 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 mutualwritten agreement between the School Board and the Broward Teachers Union.