

Critical Shortage Sabbatical Leave: Instructional

<p>Description: A critical sabbatical leave allows the selected employee to pursue certification in a critical area while receiving benefits and 75% of his/her salary. The employee must provide three (3) years of service in the critical area. The employee is removed from the work location and placed in Instructional Staffing's Organizational Unit. Applications are mailed to each location in February. The employee completes the application and submits it to Instructional Staffing by the deadline date. The employees and schools are notified if approved or denied.</p>	
<p>Eligible: Instructional Employees who hold a Professional Service Contract (PSC)/Continuing Contract (CC)</p>	
<p>Board Policy No.: Not Applicable</p>	<p>Contract Article: BTU Article 23</p>
<p>Leave Contact: Instructional Staffing - 754-321-2322 or go on-line at web/instructstaff</p>	

Key Points	Initiate Leave Process	Return To Work Process
<p>Approval Status: This Leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled. The employee's location must complete a Declaration of Vacancy for the position.</p> <p>Salary/Benefits Status: This Leave provides 75% salary plus benefits. This includes retirement and one (1) year credit on the salary schedule.</p> <p>Duration Status: This Leave lasts for one school year. Maximum time is one (1) year.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may not work in any capacity unless working in the District as a substitute teacher or temporary part-time employee.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes a Critical Shortage Sabbatical Leave application. 2) Has Principal sign form 3) Submits to Instructional Staffing along with the required documents. <p>Applications are sent to the schools in February. BTU & SBBC committees review the applications and determine recipients.</p> <p>Location: SAP Coding - If a teacher is approved for this leave, creates a leave action: Action: ZE (Leave With Pay) From date: First day of the school year EE group: 1 (Active) Action Reason: 01 (Critical Sabbatical) Position Number: 80001554 (TCHR CRIT SHRTAGE SABB LV)</p> <p>This employee will be removed from the work location's Organization Unit and placed in Instructional Staffing's Organization Unit.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Sabbatical Leave Application (Submit to Instructional Staffing along with any other required documents.) 	<p>Instructional Staffing: The employee is either placed by Instructional Staffing or the employee locates a position in his/her new certification area.</p> <p>SAP Coding: The location the teacher reports to creates a Return to Work action. Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p> <p>-----</p> <p>Early Return: If the employee returns early and has not completed the certification requirements, the employee will be required to re-pay the District the salary the employee received plus interest. The employee will need to submit a letter indicating that he/she wants to rescind his/her leave.</p> <p>SAP Coding: Creates a return to work action: Action Type: Z2 (Return from Leave) Action Reason: 10 (Rescinding Leave)</p>

Current detailed SAP work instructions are available on the BRITE Web site: web/erp