

**MADISON METROPOLITAN SCHOOL DISTRICT
Madison, Wisconsin**

SABBATICAL LEAVE POLICY

Sabbatical Leave Policy

1. Authorization:
 - a. Sabbatical leave of absence may be granted to members of the teaching staff of the Madison Metropolitan School District. The granting of such leaves is subject to the approval of the Sabbatical Leave Committee.

2. Eligibility and Qualifications:
 - a. Any teacher employed by the Madison Metropolitan School District who meets the qualifications shall be eligible to apply for sabbatical leave subject to the following conditions and requirements:
 - (1) An applicant must hold a Wisconsin professional or a master educator license.
 - (2) Applicant must have five (5) consecutive years of satisfactory service, under contract, to the Madison Metropolitan School District.
 - (3) Subsequent sabbatical leaves may be authorized after eligibility has been re-established by service of an additional five (5) consecutive years of satisfactory service as a full-time employee under contract to the Madison Metropolitan School District.
 - (4) The number of sabbatical leaves granted each year will be determined by the amount of funds established by the Board of Education for sabbatical leaves.
 - (5) A sabbatical leave shall be granted for not less than one (1) full semester nor for more than two (2) consecutive full semesters. The leave must coincide with the regular school year -- fall/spring -- in this order only.
 - (6) The applicant, if granted a sabbatical leave, shall sign an agreement to return to service with the Madison Metropolitan School District immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years or to refund any compensation received from the Board of Education while on leave except as the Board shall, by special action, waive such obligations.

3. Purposes of Sabbatical Leave

A list of sabbaticals that have been granted by MMSD can be viewed at <http://www.madisonteachers.org/>

- a. Sabbatical leave is granted to teachers to enable them to improve their ability to render educational service. Such improvement is usually achieved by formal study and research. Applications for sabbatical leave will be considered on their merits and justification for the request.
- b. The following information shall be presented in the application as evidence of the employee's plan to fulfill the purposes of the leave:
 - (1) For Formal Study - A program of work should outline courses and credits per semester that will qualify the applicant for greater competence in his/her major field or a program of course work leading to an advanced degree in his/her area of teaching.
 - (2) For Research - The proposed project shall be outlined and received by the Sabbatical Leave Committee as the project relates to the present or prospective educational service of the applicant in his/her profession.

4. Application Requirements and Procedures:

- a. Applications for sabbatical leave must be filed using the prescribe form. The due date shall be February 1 for leaves beginning the first semester of any subsequent school year and October 1 for leaves beginning the second semester. Applicants shall be given notice of acceptance or rejection of his/her request within 30 days following the due date for filing the application.

5. Requirements and Status While on Sabbatical Leave:

a. Financial Policies

- (1) The compensation for teachers on sabbatical leave shall be fifty percent (50%) of the contract salary for applicants on leave for two semesters, and one hundred percent (100%) of the contract salary for applicants on leave for one semester. It is not the intent of this agreement that extra duty compensation of any kind shall be included in the consideration of payment for sabbatical leaves. If a recipient of a sabbatical leave receives income from employment or from scholarship aid or emolument funds from other sources during the time s/he is on sabbatical leave, the Board of Education shall reduce the sabbatical leave payments, otherwise payable, by an amount equal to such income to the extent that such income, when added to the sabbatical leave payments, exceeds the salary which the recipient would have received if s/he had signed an individual teacher's contract for full-time employment.
- (2) Payment of salary to a teacher on sabbatical leave shall be made in accordance with the provisions of the Board of Education

for payment of salary to any other member of the teaching staff. The employee on leave shall be responsible for keeping the Division of Human Resources notified of his/her address to ensure proper handling of payments.

- (3) Employees on sabbatical leave shall be eligible for the normal service increment for the period of time on leave. Salary schedule changes which may occur during the employee's leave shall be reflected in his/her subsequent contract.
- (4) All current fringe benefits shall be granted teachers on sabbatical leave. Sick leave is earned as though s/he were working.
- (5) Retirement, life insurance, health and accident deductions as well as any other deductions normally related to the employee shall be withheld from the monthly payments due him/her during his/her sabbatical leave.
- (6) Earnings paid during a sabbatical leave are reportable for WRS purposes. Hours of service credited are to be prorated based on the ratio of pay during the leave; therefore, a teacher on a full year's sabbatical will receive only half as much service for the year as a teacher who was working.
- (7) While on sabbatical leave, an employee shall not hold the Madison Board of Education liable for illness or accident except as provided for in its insurance program.

6. Reports Required While on Sabbatical Leave:

- a. An employee on sabbatical leave shall report to the Sabbatical Leave Committee as follows:
 - (1) An interim report shall be filed at the mid-point of the period for which the leave is taken (end of 9 weeks for a semester's leave, end of first semester for a year's leave). This interim report shall contain sufficient information to enable the Sabbatical Leave Committee to determine that the leave is being utilized in the approved manner for which the leave was granted.
 - (2) A final report shall be filed with the Committee in care of the Department of Human Resources (545 W. Dayton St., Madison, WI 53703) including the names of the institutions attended, courses pursued, credits received (support with official transcript), experience gained, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the school district.
 - (3) The Sabbatical Leave Committee may require that the employee shall promptly furnish such additional reports as the Committee deems necessary or reasonable to determine that the employee is

fulfilling the agreement and all the requirements of the leave. In the event that the Committee shall find that the employee is not fulfilling the agreement or is dilatory in any respect, the entire sum paid to the employee by the Board of Education shall become due and all future payments, if any, shall cease. When the employee does not fulfill the leave agreement or when the employee does complete the planned program of the leave, but does not return to service with the Madison Metropolitan School District, s/he shall, within two years of the terminal date of his/her leave, reimburse the Board of Education in the amount of money granted to him/her during the sabbatical leave.

7. Requirements and Status Upon Returning from Sabbatical Leave:

- a. At the expiration of a sabbatical leave, the employee shall be restored to his/her position, status and pay provided that the employee remains eligible for reinstatement under other rules and regulations of the Board of Education.
- b. If the employee does not remain in the employ of the Madison Metropolitan School District for two years immediately following a sabbatical leave, s/he shall reimburse the Board of Education in the amount of money granted to him/her while on leave and in the manner described in item 2a (6) above.

MADISON METROPOLITAN SCHOOL DISTRICT

Madison, Wisconsin

SABBATICAL LEAVE APPLICATION FORM
(Please return completed application only to MTI Office.)

Name _____ Phone _____

Address _____
Number Street City State Zip Code

Total number of years taught _____ Years taught in MMSD _____

School _____ Grade or subject _____

Degree(s) held: B.S. _____ B.A. _____ M.A. _____ PH.D. _____

Major field of study _____

Minor field of study _____

Requesting a Sabbatical for a) _____ First Semester - School Year 20 _____
b) _____ Second Semester - School Year 20 _____
c) _____ Both Semesters - School Year 20 ____/____

Reason for Sabbatical: Further Education _____ Research _____

Please complete the following application sheets stating the professional goals and the course of study you will be pursuing during your sabbatical. Include the purpose of your leave and state how it will benefit the Madison Metropolitan School District. FOR YOUR INFORMATION, THE SABBATICAL LEAVE POLICY IS HEREWITH ATTACHED.

SABBATICAL LEAVE AGREEMENT

The undersigned agrees to the stipulations set forth generally in the sabbatical leave policy and further agrees to the following specific stipulations as contained in the policy:

- (1) Upon completion of the sabbatical leave, I agree to return to the service of the Madison Metropolitan School District for two years immediately following the leave.
- (2) I further agree that should I fail to fulfill the terms of the sabbatical leave policy in any manner, I shall reimburse the Board of Education for monies paid me while on leave, within two years of the terminal date of the leave.

Signature of the Applicant (Date)

PERSONAL BACKGROUND (no more than one page, 12-point font):

State your education and work done since earning your Bachelor's degree. Include evidence of previous professional involvement and/or leadership at the school, district or community level.

PURPOSE and RATIONALE OF YOUR LEAVE (no more than 3 pages, 12 point font):

Describe new skills, knowledge or capabilities that will improve your ability to render service to the school district. Ideally, your proposal should align with current school /district goals (school improvement plan/strategic framework) and should address areas of need that are not effectively being addressed by district initiatives. Letters of support from an individual who is familiar with your work are recommended. Letters from a supervisor would be appreciated.

The proposal should clearly identify personal and district outcomes, including (but not limited to)

- Proposed degree or credential advancement, institution(s) to be attended, courses to be taken (including course numbers) and/or a description of research or creative work.
- Documentation of preliminary arrangements with institution or other organization.
- Specific plans for dissemination of skills/knowledge to district stakeholders. This should describe who will benefit and how. Specifically state what commitments you will make in order to ensure that the Madison Metropolitan School District will realize these benefits (e.g., teacher exchange courses, in-service programs, committee work).

Rubric

<p>Sabbatical Rationale and Purpose:</p> <ul style="list-style-type: none">• Rationale and purpose are clear and compelling• Shows thoughtful reflection on teaching practice• Defines learning, enrichment and research goal• Describes well-defined and meaningful growth as a teacher
<p>Project Description:</p> <ul style="list-style-type: none">• Outlined Plan, including key activities• Addresses learning, enrichment and research goals• Includes a realistic time frame and achievable goals
<p>Student Growth and Learning:</p> <ul style="list-style-type: none">• Sabbatical will address benefits for student learning• Anticipated impact on students is clear
<p>Benefits to School Community:</p> <ul style="list-style-type: none">• Identifies school wide /district's strategic framework goals that connect to the sabbatical• Provides strategies for sharing with colleagues.• Provides clear goals, strategy and outcomes for classroom or school-wide structures