

**TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION**

**SERIES 157  
SABBATICAL LEAVE POLICY FOR  
PROFESSIONAL EDUCATORS AND TEACHER AIDES (5530)**

**§126-157-1. General.**

1.1. Scope. -- This legislative/interpretive rule establishes guidelines for the development of a sabbatical leave policy for professional educators and teacher aides by county boards of education. Participation in a sabbatical leave program is optional for county boards of education.

1.2. Authority. -- W. Va. Code §18-2-11.

1.3. Filing Date. -- May 22, 1989.

1.4. Effective Date. -- June 30, 1989.

**§126-157-2. Purpose.**

The intent of this policy is to establish a sabbatical leave program for professional educators and teacher aides. Sabbatical leaves may be granted generally on a full-time basis to conduct research, completion of an advanced degree related to subject area, teacher exchange program, completion of baccalaureate degree for aides, or participation in other professional development activities that would contribute to the improvement of both the individual and his/her services to students in the county school district.

**§126-157-3. Eligibility.**

3.1. Professional Educator. -- Any professional educator, as defined in W. Va. Code §18a-1-1, who is employed full-time and has a minimum of ten (10) years of public school service in West Virginia is eligible to apply for a sabbatical leave.

3.2. Teacher Aide. -- Teacher aides who have a minimum of ten (10) years of West Virginia public school service and have a cumulative grade point of 3.2 on a possible 4.0 scale, and have successfully completed at least 64 semester hours of course work at an approved institution of higher education, are eligible to apply for sabbatical leave.

**§126-157-4. Selection Criteria.**

4.1. Professional Educators and Teacher Aides. -- The following criteria shall be utilized in selecting applicants for sabbatical leave:

4.1.1. Completion of an application.

4.1.2. The need of individual applicant with respect to current job assignment.

4.1.3. The needs of the school system with respect to identified deficiencies.

4.1.4. Priority given to applicants who have not been previously granted sabbatical leave.

4.1.5. Additional criteria may be established by the county school district.

**§126-157-5. Sabbatical Leave Requirements/Conditions.**

5.1. Not less than ninety-five percent (95%) of sabbatical leaves granted shall be for classroom teachers.

5.2. Employees may be compensated during the sabbatical leave period up to one-half (1/2) of their regular salary.

5.3. While on sabbatical leave, employees shall be deemed to be employed full-time for the purposes of years of experience, accumulation of seniority, participation in the Teacher Retirement System and the Public Employees Insurance Program. Employees who are on sabbatical leave shall be reported to the State Board of Education on the personal services report and their positions can be counted up to one-half (1/2) full-time equivalent in the school foundation support program. Employees returning from leave shall be assigned to the same position from which they left unless another assignment is agreed to by both parties. In no case may an assignment be made which would invalidate the employee's certification status or bring about a demotion in position or salary.

5.4. Employees receiving sabbatical leave shall be required to return to employment by the board which granted the leave for a period of at least one (1) year for each year on leave or repay the compensation and benefits received during that time and have deducted the retirement credit and years of service credit accrued during the sabbatical leave.

**§126-157-6. Sabbatical Leave Advisory Committee.**

The county staff development council shall constitute the sabbatical leave committee for reviewing applications and making recommendations to the superintendent. The superintendent will submit the recommendations of the county staff development council to the county board of education for approval of the applicants to whom leave will be awarded. If a teacher aide is not a member of the county staff development council, a representative will need to be added to the sabbatical leave committee.

**§126-157-7. Application Requirements and Procedures.**

7.1. Applications shall be submitted to the county superintendent or his designee at least six (6) months prior to the anticipated beginning of the sabbatical leave. Applications shall be

reviewed and recipients selected at least three (3) months prior to start of leave.

7.2. See Appendix A for sample application.

**§126-157-8. Final Report.**

A report indicating evidence of professional experiences shall be filed with the county superintendent within six (6) weeks after the employee returns from sabbatical leave. The report may include transcript of grades where course work was involved, degree earned, written reports and other requirements that are agreed upon between the employee and board of education.

APPENDIX A

SABBATICAL LEAVE APPLICATION

Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_  
\_\_\_\_\_ (Business)

Work Location: \_\_\_\_\_  
\_\_\_\_\_

Job Classification: \_\_\_\_\_  
\_\_\_\_\_

Years employed by \_\_\_\_\_  
County Schools: \_\_\_\_\_

Have you previously been granted sabbatical leave  
by \_\_\_\_\_ County  
Schools? \_\_\_\_ Yes \_\_\_\_ No If Yes, when? \_  
\_\_\_\_\_

Proposed dates of sabbatical leave: \_\_\_\_\_  
to \_\_\_\_\_

If completing a degree:

Name of institution in which sabbatical leave  
will be taken:  
  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Have you been admitted to the institution? \_  
\_\_\_\_ Yes \_\_\_\_ No

Date of acceptance: \_\_\_\_\_

(Please attach letter of assurance that you  
have been accepted.)

If conducting research or completing other  
professional development activities give a brief  
description. (Use an attached sheet.)

Please state briefly the benefit of the sabbatical  
leave (a) to the school district and (b) to you.  
(Use an attached sheet.)

If my application for a sabbatical leave is  
favorably acted upon, I hereby agree to  
successfully complete such sabbatical leave under  
the terms and conditions that are prescribed by the  
Sabbatical Leave Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY

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

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Funds  
Allotted: \_\_\_\_\_