



# Regulation of the Chancellor

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Category: PEDAGOGICAL PERSONNEL

Number: **C-650**

Subject: SABBATICAL LEAVE OF ABSENCE

Issued: **09/28/00**

## SUMMARY OF CHANGES

**This regulation replaces and supersedes C-650 – dated 10/25/83.**

**It sets forth the rules governing sabbatical leave of absence applicable to all pedagogical personnel covered by the agreements between the Board of Education and the United Federation of Teachers and the Council of Supervisors and Administrators.**

### **Changes:**

- The regulation has been updated to make it consistent with the current agreements with the United Federation of Teachers and the Council of Supervisors and Administrators.

### **New Provisions:**

- Additional alternatives for study sabbaticals, such as for meeting certification requirements in a shortage license area have been added.

### **Eliminated Provisions:**

- References to travel sabbaticals have been deleted because sabbaticals for travel are no longer granted.



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## SUMMARY AND CONTENTS

This regulation sets forth the rules governing sabbatical leave of absence applicable to all pedagogical personnel covered by the agreements between the Board of Education and the United Federation of Teachers and the Council of Supervisors and Administrators.

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## 1. Applicability of Regulation

A sabbatical leave is a leave of absence granted with reduced salary to an eligible employee with the expectation that the employee will return to service strengthened by professional development or restoration of physical health accomplished during the leave.

- a. Authority to grant sabbatical leave to employees under the direct jurisdiction of the Board of Education is hereby delegated to the Executive Director of Human Resources and authority to grant sabbatical leaves to employees of each Community School District is delegated to the Community Superintendent. For high school personnel, authority to grant sabbaticals is delegated to high school superintendents. For Citywide Special Education personnel, authority to grant sabbaticals is delegated to the Superintendent of Citywide Programs. The grant of any sabbatical leave is subject to verification of eligibility by the Division of Human Resources.
- b. Sabbatical leave may be granted only to the personnel specified below:
  - Regularly appointed teachers and other non-supervisory pedagogical employees covered by agreements with the United Federation of Teachers (UFT) who have completed probation or acquired tenure in the license under which appointed or in a previous license.
  - Regularly appointed and properly selected acting supervisors covered by the agreement with the Council of Supervisors and Administrators (CSA) who have completed probation or acquired tenure in the license under which serving or in a previous supervisory license.
- c. When a staff member is granted sabbatical leave while serving a probationary term in a license title other than that which tenured, the period of sabbatical leave is not creditable toward the completion of probation so that there is no reduction, by reason of such leave, of the total probationary period which the employee is required to serve.
- d. A pedagogical employee serving as an interim acting supervisor may not be granted a sabbatical leave in the interim title. Such a staff member may be granted a sabbatical leave in the title under which regularly appointed. Thus, an appointed assistant principal serving as an interim acting principal could be granted sabbatical leave as an assistant principal but not as a principal. Similarly, an appointed teacher serving as an interim acting assistant principal could be granted sabbatical leave as a teacher but not as an assistant principal. Any interim assignment must be terminated prior to the initial date of sabbatical leave of absence granted to an employee on such an assignment.



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- e. Sabbatical leave may not be granted to substitute personnel, education administrators or managerial personnel covered by Regulation C-605.

## **2. Due Dates for Sabbatical Leave Applications**

A sabbatical leave may be granted only upon proper application by an eligible employee. Such applications prepared as prescribed by subdivision 12 below and with any documentation related to the purpose of the leave, must be submitted and forwarded for processing in accordance with the dates specified in the Personnel Memorandum on Sabbatical Leaves.

## **3. Sabbatical Deduction and Duration of Sabbaticals Granted to School Staff**

Sabbatical leaves are granted for either six months or twelve months to employees serving in schools. During a sabbatical leave, the employee receives normal salary subject to the appropriate sabbatical deduction. For this purpose, "normal salary" includes any differential or bonus to which the employee is entitled when granted the sabbatical leave. When a sabbatical leave is granted with compensation at 60%, the sabbatical deduction is 40%. When a sabbatical leave is granted with compensation at 70%, the sabbatical deduction is 30%. The sabbatical deduction is based on gross monthly salary. In addition to the sabbatical deduction, there will also be the usual deductions for retirement, social security, etc.

### **a. Fall Term Six Month Sabbatical Leaves (August 1 – January 31)**

A fall term sabbatical leave is one granted for the period from August 1 through the following January 31. The appropriate sabbatical deduction from salary is applied to the month of August even though most pedagogical employees with a school vacation schedule are not normally required to perform actual and personal service during August.

### **b. Spring Term Six Month Sabbatical Leaves (February 1 – July 31)**

A spring term sabbatical leave is one granted for the period from February 1 through the following July 31. The appropriate sabbatical deduction from salary is applied to the month of July even though most pedagogical employees with a school vacation schedule are not normally required to perform actual and personal service during July.

### **c. Full Year Twelve Month Sabbatical Leaves (August 1 – July 31)**

A twelve month sabbatical leave is one granted for the period from August 1 through the following July 31. The appropriate sabbatical deduction from salary is applied to the month of August during which the leave begins and to the month of July at the end of which the leave terminates even though most pedagogical employees with a



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school vacation schedule are not normally required to perform actual and personal service during either August or July.

d. Sabbaticals of Less Than Normal Duration Taken by School Staff

In exceptional circumstances, an employee may commence absence on sabbatical leave later than the normal starting date or a sabbatical leave may be terminated before its normal expiration date.

Note: This subdivision does not apply to a cancelled sabbatical. When an applicant is permitted to withdraw application before the sabbatical leave commences, the sabbatical is cancelled and has no effect on salary entitlement or future entitlement to sabbatical leave.

1) Charge Against Future Entitlement to Sabbatical Leave

Regardless of the actual duration of absence on sabbatical leave, the leave is considered a “used” sabbatical for purposes of determining future entitlement.

- a) If a six month sabbatical leave is granted, but somewhat less than six months is actually taken, the employee is charged with a six month sabbatical leave exactly as if the entire term had been taken.
- b) If a twelve month sabbatical leave is granted, but terminated before February 1, the employee is charged with a six month sabbatical as if the entire fall term had been taken but the employee is not charged with a twelve month sabbatical.
- c) If a twelve month sabbatical leave is granted, but terminated after January 31, the employee is charged with a twelve month sabbatical as if the entire year had been taken.

2) Sabbatical Deduction for Leaves Starting Late

- a) When an employee is granted a fall term or twelve month sabbatical but has performed actual and personal service before absence on the sabbatical leave begins, the sabbatical deduction is applied for the entire period including the month of August but excluding the period of actual service at the start of the term. Thus, the grant to a teacher who performed service between September 5, 2000 and September 14, 2000, would bear the notation “Adjustment to Sabbatical Rate Exclusive of 9/5/00 Through 9/14/00.”
- b) When an employee is granted a spring term sabbatical but has performed actual and personal service before absence on the sabbatical leave begins, the sabbatical deduction is applied for the entire period including



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the month of July but excluding the period of actual service at the start of the spring term.

- c) When an employee is granted a sabbatical leave after the start of a fall or spring term without having performed actual and personal service between the start of the term and the date on which the grant is issued or received, the sabbatical deduction is applied for the entire period without exclusion. Should the employee have taken sick days pending approval of the grant of sabbatical leave, the sabbatical deduction is applied to those days and the sick bank is restored to adjust for those days so that there will be no double deduction for the same period of time.

### 3) Sabbatical Deduction for Leaves Terminated Early

When a sabbatical leave is terminated before its normal expiration date, the sabbatical deduction ends on the termination date and, in most cases, an adjustment is made with respect to the salary due for the associated summer month or months. When less than five school months are actually taken as sabbatical leave, pay for the associated summer month is reduced by one-fifth (1/5) of the sabbatical deduction for each full school month or major fraction of a school month of actual sabbatical leave. For this purpose, the associated summer month for leave during the fall term is August and for leave during the spring term, July.

Example A: Ms. Jones was receiving a gross salary of \$2000 per month. She was granted a sabbatical from August 1, 1999 through January 31, 2000 with compensation at 60% for that period. Therefore, during the month of August 1999, 40% (or \$800) was deducted and Ms. Jones received that much less than normal for August. Assume that Ms. Jones was permitted to terminate her sabbatical on November 30, 1999 after three school months of leave. Since her August check was reduced on the assumption that Ms. Jones would complete five school months of sabbatical leave, the entitlement to salary for August would have to be recalculated to adjust for the shorter period of actual leave. The computation necessary is essentially as follows:

Actual deduction during August:	\$800
(40% of \$2000)	
Less adjusted deduction for August:	<u>-480</u>
(40% of 3/5 of \$2000)	
Refund due (before taxes, etc.):	\$320



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Example B: Mr. Brown was receiving a gross salary of \$2000 per month. He was granted a sabbatical from February 1, 2000 through July 31, 2000 with compensation at 60% for that period. Assume that Mr. Brown was permitted to terminate his sabbatical on May 20, 2000 after three and a half months of actual sabbatical leave. Had Mr. Brown completed his sabbatical leave, his July check would have been reduced by 40% (or \$800). However, the full deduction will not be made. Instead, the deduction will be 40% of 4/5 of \$2000 or \$640.

Example C: Mr. Green was receiving a gross salary of \$2000 per month. He was granted a sabbatical leave from August 1, 1999 through July 31, 2000 with compensation at 70% for that period.

If Mr. Green were permitted to terminate his leave during the fall term, his entitlement to August 1999 salary would have to be recalculated as illustrated by Example A. Of course, the sabbatical deduction rate would be 30%, not 40% as illustrated, and the amounts involved would vary correspondingly. The termination during the fall term would have no effect on July 2000 salary. Since Mr. Green was not on sabbatical leave during the spring term, there is no deduction to be made from the July salary check on account of sabbatical leave as there would have been had the leave continued into the spring term.

If Mr. Green were permitted to terminate his leave during the spring term, his entitlement to August 1999 salary would not be affected and the deduction from the July 2000 salary check would be adjusted as illustrated by Example B. Of course, the sabbatical deduction rate would be 30%, not 40%, and the amounts involved would vary correspondingly.

#### **4. Sabbatical Deduction and Duration of Sabbaticals Granted to Office Staff**

##### a. Office Staff on School Vacation Schedule

Subdivision 3 above applies without change to personnel entitled to a school vacation schedule although employed in Board of Education headquarters and district offices.

##### b. Office Staff on Headquarters Vacation Schedule

Sabbatical leaves are granted to employees serving in Board of Education headquarters and district offices for periods and subject to deductions which closely parallel those which apply to school staff and others entitled to a school vacation schedule. However, the treatment of the vacation period is somewhat different since the headquarters vacation schedule is not fixed in time. Personnel serving on a headquarters vacation schedule are entitled to a certain number of days of



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vacation or annual leave to be taken between September 1 and the following August 31 of each work year.

c. Inclusive Dates of Sabbatical Leaves

- 1) As more fully set forth in subdivisions 3a through 3c above, sabbaticals are granted for the following periods:
  - Fall Term Six Month Sabbatical Leaves (August 1 – January 31)
  - Spring Term Six Month Sabbatical Leaves (February 1 – July 31)
  - Full Year or Twelve Month Sabbatical Leaves (August 1 – July 31)
- 2) When a sabbatical is granted, the employee is excused from personal service for the full period indicated above and the 30% or 40% sabbatical deduction rate is applied as appropriate. Of and by itself, a sabbatical granted to a headquarters or district office employee on a headquarters vacation schedule has no effect on vacation entitlement or the number of days taken or not taken during the defined work year (that is, between September 1 and the following August 31). The number of days of vacation entitlement is not reduced by absence on sabbatical during July or August. The only effect is that annual leave is to be taken outside the period covered by sabbatical leave.

d. Sabbaticals of Less Than Normal Duration Taken by Office Staff

In exceptional circumstances, an employee on a headquarters vacation schedule may commence absence on sabbatical leave later than the normal starting date or a sabbatical leave may be terminated before its normal expiration date.

Note: This subdivision does not apply to a cancelled sabbatical. When an applicant is permitted to withdraw the application before the sabbatical leave commences, the sabbatical is cancelled and has no effect on salary entitlement or future entitlement to sabbatical leave.

1) Charge Against Future Entitlement to Sabbatical Leave

Regardless of the actual duration of absence on sabbatical leave, the leave is considered a “used” sabbatical for the purpose of determining future entitlement in the same manner as for those serving on a school vacation schedule (see subdivision 3d(1) above).

- If less than six months of sabbatical leave is taken, the employee is charged with a “used” six month sabbatical.
- If more than six months but less than twelve months of sabbatical leave is taken, the employee is charged with a “used” twelve month sabbatical.





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## 2) Sabbatical Deduction for Leaves Starting Late

When an employee on a headquarters vacation schedule is granted sabbatical leave but has performed actual and personal service before absence on the sabbatical leave begins, the sabbatical deduction is applied with the exclusion of the period of the actual service at the start of the leave. Thus, the grant to an employee who performed service between August 1 and August 4, 2000 would bear the notation "Adjustment to Sabbatical Rate Exclusive of 8/1/00 Through 8/4/00." For employees on a headquarters vacation schedule, there is no "associated summer month" since the employee is excused for the entire period of sabbatical leave with no deduction.

## 3) Sabbatical Deduction for Leaves Terminated Early

When the sabbatical leave of an employee on a headquarters vacation schedule is terminated before its normal expiration date, the sabbatical deduction ends on the termination date. There is no special adjustment on account of any deduction made or projected for August or July. As noted above, for such employees there is no "associated summer month" since the employee is excused for the entire period of sabbatical leave with no deduction.

## 5. Service Required for Sabbatical Leaves

An otherwise eligible pedagogical employee may apply for a sabbatical leave only upon completion of the service requirements for a six month or twelve month sabbatical leave as set forth below.

### a. Type of Service Credited Toward Sabbatical Entitlement

All regularly appointed service is credited toward entitlement regardless of the level of the license under which the service was performed. For this purpose, service as a properly selected acting supervisor is considered equivalent to regularly appointed service in the position. Service as an interim acting supervisor is considered service in the position held under regular appointment at the time of assignment in an interim acting capacity.

### b. Date of Eligibility for Sabbatical Leave

For entitlement to sabbatical leave, a "year of service" means the completion of a school year or two school terms.

- Thus, a teacher who was appointed and commenced service on the first school day of September in 1993, and worked thereafter without loss of time, would have completed seven years of service on the last school day of June in 2000. For this purpose, the same rule applies to personnel on a headquarters vacation schedule



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even though the work year for such personnel is normally considered to run from September 1 through the following August 31.

- Similarly, a teacher who was appointed and commenced service on the first school day of February in 1994, and worked thereafter without loss of time, would complete seven years of service on the last school or work day of January in 2001.

c. Prior Sabbatical Leaves Charged Against Entitlement

Except for sabbaticals which are exempt as noted below, all prior sabbatical leaves count against entitlement regardless of the license held at the time or the agreement under which the sabbatical leave was taken. For this purpose, a sabbatical is considered "used" even when its actual duration was less than the prescribed six or twelve months (see subdivisions 3 and 4 above). A sabbatical leave granted to an employee to permit recovery from tuberculosis or one granted to an employee who is a veteran and is eligible for study under veterans' benefits legislation is considered "exempt" from normal regulations, may be granted without regard for years of service and does not count against future entitlement to sabbatical leave.

d. Years of Service Required for Six Month UFT and CSA Sabbaticals

The following table indicates the years of service required for six months of sabbatical leave. In each case, the requirements for leave under the UFT agreement are somewhat different from those under the CSA agreement. Prior sabbatical leave is indicated in months. For the purpose of this subdivision, it makes no difference whether twelve months of sabbatical leave consisted of two six month leaves or one twelve month leave. The charge against the entitlement is the same in any case. As noted in subdivision 5c above, exempt sabbaticals are granted without regard to years of service and do not count against future entitlement.



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Months of Sabbatical  
"Used" Previously

Years of Service Required for Entitlement to  
Six Month UFT or CSA Sabbatical Leave

None – No prior sabbatical leave

UFT: 7 years of regularly appointed service.

CSA: 10 but no more than 13 years of service which may include a maximum of 3 years of substitute service for which salary credit was granted.

6 months of prior sabbatical leave

UFT: 14 years of regularly appointed service.

CSA: 14 but no more than 17 years of such service.

12 months of prior sabbatical leave

UFT: 21 years of regularly appointed service.

CSA: 21 but no more than 24 years of such service.

18 months of prior sabbatical leave

UFT: 28 years of regularly appointed service.

CSA: 28 but no more than 31 years of such service.

24 months of prior sabbatical leave

UFT: 35 years of regularly appointed service.

CSA: 35 but no more than 38 years of such service.

e. Years of Service Required for Twelve Month UFT Sabbaticals

The following table indicates the years of service required for twelve months of sabbatical leave. Twelve month sabbaticals are granted only under the UFT agreements; such leaves are not granted under the CSA agreement. Prior sabbatical leave is indicated in months. For the purpose of this subdivision, it makes no difference whether twelve months of sabbatical leave consisted of two six month leaves or one twelve month leave. The charge against entitlement is the same in either case. As noted in subdivision 5c above, exempt sabbaticals are



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granted without regard to years of service and do not count against future entitlement.

Months of Sabbatical  
"Used" Previously

Years of Service Required for Entitlement to  
Twelve Month UFT Sabbatical Leave

None – No prior  
sabbatical leave

14 years of service which may include a maximum of 3 years of substitute service for which salary credit was granted; a minimum of 11 years of regularly appointed service is, therefore, required.

6 months of prior  
sabbatical leave

21 years of regularly appointed service.

12 months of prior  
sabbatical leave

28 years of regularly appointed service.

18 months of prior  
sabbatical leave

35 years of regularly appointed service.

f. Service Required Immediately Prior to Sabbatical Leave

1) Interval Between Sabbatical Leaves

Except as noted below for sabbatical leaves for restoration of health, at least one term of actual and personal service must intervene between the expiration date of a sabbatical leave as originally granted and the initial date of a subsequent sabbatical. When, in the judgment of the School Medical Director, the medical condition of a pedagogical employee with sufficient service warrants such leave, the employee may be granted back-to-back sabbatical leaves for restoration of health up to an aggregate of eighteen (18) months. Thus, a six month sabbatical for restoration of health might follow a twelve month sabbatical leave or a twelve month sabbatical for restoration of health might follow a six month sabbatical leave without any intervening service.

2) Interval Between Leave Without Pay and Sabbatical Leave

At least one year of service must intervene between the expiration date of a leave of absence without pay lasting a full school year (or two consecutive school terms) or longer and the initial date of a subsequent sabbatical. An employee with sufficient service may be granted sabbatical leave immediately following a leave of absence without pay of less than one year's duration.



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### 3) Interval Between Restoration to Service and Sabbatical Leave

At least three years of service must intervene between the date of reinstatement from resignation or retirement and the initial date of a subsequent sabbatical leave.

## 6. Purposes for Which Sabbatical Leaves May be Granted

Sabbatical leaves may be granted for the purposes and periods indicated below. With the exception of “exempt” sabbaticals, all sabbaticals are subject to the service and special requirements prescribed. Exempt sabbaticals are subject to the special requirements prescribed but exempt from the service requirements and do not count against future entitlement.

#### Purpose of Leave

#### Duration of Sabbatical Leave

Sabbatical Leave of Absence for Restoration of Health

UFT: 6 months (fall or spring term) “Special Sabbatical for Restoration of Health” available to teaching and non-supervisory staff covered by UFT agreements regardless of school level.

12 months (full year) available to all teaching and non-supervisory staff covered by UFT agreements regardless of school level.

CSA: 6 months (fall or spring term)

Exempt for Restoration of Health

ALL: Up to five consecutive 6 months sabbaticals when illness is diagnosed as tuberculosis. Granted outside of agreements.

Sabbatical Leave of Absence for Study

UFT: 6 months (spring term only) available to classroom teachers in high schools reorganized semi-annually. Not available for fall term or to high school personnel other than classroom teachers or to personnel on other levels.

12 months (full year) available to all teaching and non-supervisory staff covered by UFT agreements regardless of school level.

CSA: 6 months (fall or spring term).

Exempt for Study

ALL: Up to two consecutive 6 month sabbaticals when applicant is a veteran entitled to educational benefits. Granted outside of agreements.



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## 7. Specific Requirements for Sabbaticals for Restoration of Health

### a. Confidential Medical Report

#### 1) All Health Sabbaticals

The employee must apply for the alleviation of a medical condition attested to by the employee's personal physician in a Confidential Medical Report (Form OP 407). To preserve confidentiality, the confidential medical report may be transmitted directly to the School Medical Director, 65 Court Street (Room 200), Brooklyn, New York 11201. The applicant must attach to the sabbatical application form a statement indicating that the Confidential Medical Report has been forwarded separately to the School Medical Director.

#### 2) Additional Requirement for CSA Health Sabbaticals

To be granted a sabbatical leave for restoration of health, a supervisor covered by the CSA agreement may have no more than fifteen (15) days of accumulated, unused sick leave as of the tenth day of the month preceding the initial date of the sabbatical leave. For an emergency sabbatical for restoration of health, all accumulated sick leave must be exhausted.

### b. Recommendation of School Medical Director

Regardless of service eligibility, no sabbatical leave for restoration of health may be granted without the prior, written approval of the School Medical Director. Such approval, however, does not constitute certification that the applicant has met the service or other requirements for the grant of sabbatical leave. When the diagnosis is tuberculosis, up to five consecutive six month sabbaticals may be granted exempt from all other requirements.

### c. Compensation and Duration of Sabbatical for Restoration of Health

A six month sabbatical for restoration of health is compensated at the rate of 60% of normal salary under both UFT and CSA agreements. A twelve month sabbatical for restoration of health (available only under UFT agreements) is compensated at the rate of 70% of normal salary. A six month exempt sabbatical for restoration of health is compensated at 60% of normal salary.

## 8. Specific Requirements for Sabbaticals for Study

### a. Study Program

Any sabbatical leave for study must be job related and requires satisfaction of one of the alternatives set forth below. These alternatives apply also to an exempt sabbatical leave of study under veterans' benefits legislation providing educational



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benefits to veterans. An exempt sabbatical may not be granted to cover a period beyond the date the veteran is entitled to such benefits.

## Alternative A – Course Study

- 1) For a six month sabbatical leave for study, the employee must complete a minimum of eight credits of course study during the fall or spring term covered by the leave.
- 2) For a twelve month sabbatical leave for study, the employee must complete a minimum of six credits of course study per semester provided a minimum of sixteen credits of course study are completed during the twelve month period covered by the leave.
- 3) Courses must be completed at a regionally accredited college or university or one approved by the New York State Education Department for the preparation of teachers. Correspondence or audited courses are not acceptable nor may the study be for another trade or profession.
- 4) Attached to each copy of the application form must be a list of the courses proposed. For each course, the course number, title of the course, number of credits to be taken and the name of the institution at which the courses are to be taken must be indicated.
- 5) Upon completion of the leave, the employee must have the college or university send an official transcript of record from the institution to the superintendent or executive director through whom the application was submitted. The responsible superintendent or executive director may authorize minor deviations from the original study program occasioned by cancellation of courses or other acceptable reasons provided the substitutions are substantially equivalent to the courses originally proposed.

## Alternative B – Doctoral Study

- 1) For either a six month or a twelve month sabbatical leave for study, the employee must prepare or complete a thesis for the doctoral degree in philosophy or education at a regionally accredited college or university or one approved by the New York State Education Department for the preparation of teachers. Correspondence study is not acceptable.
- 2) Attached to each copy of the application must be a copy of a certification from the college or university attesting to the enrollment of the applicant in an appropriate doctoral program.



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- 3) Upon completion of the leave, the employee must file a copy of the approved outline or the completed thesis with the superintendent or executive director through whom the application for sabbatical leave was submitted.

### Alternative C – Educational Research Project

- 1) For either a six month or a twelve month sabbatical leave for study, the employee must prepare and complete a research project in education.
- 2) Attached to each copy of the application must be a copy of a list or outline of procedures to be followed in the project and the approval of the responsible superintendent or executive director attested to in writing.
- 3) Upon completion of the leave, the employee must file a copy of the completed project with the superintendent or executive director through whom the application for sabbatical leave was submitted.

### Additional Alternatives for Study Sabbaticals

- 1) The UFT agreement provides for a special one year or 6 month sabbatical leave for study to meet certification requirements for a license designated as a shortage area or to become certified in the license appropriate to the teacher's current assignment.
- 2) A study sabbatical may be taken for participation in the Principal's Institute offered through Bank Street College.
- 3) Study sabbaticals that involve travel may be authorized but must meet the same criteria as standard study sabbaticals.

### b. Compensation and Duration of Sabbaticals for Study

#### 1) UFT Sabbaticals for Study

A six month sabbatical for study granted for the spring term to a high school teacher and a twelve month sabbatical for study granted under the UFT agreements are each compensated at the rate of 70% of salary.

#### 2) CSA Sabbaticals for Study

A six month sabbatical for study granted under the CSA agreement is compensated at the rate of 60% of salary. A supervisor who is granted a sabbatical for study under the CSA agreement must remain in the New York City public school system for three years after return from the leave unless released from this obligation on account of prolonged, serious illness or physical incapacity.





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### 3) Exempt Sabbaticals for Study

A six month sabbatical for study by a veteran is compensated at the rate of 60% of salary. A year of sabbatical leave for study by a veteran is considered two consecutive sabbaticals of six months to be compensated at 60% of salary and each requiring a separate grant. The issuance of a twelve month grant for study by a veteran would lead to overpayment; two separate grants are necessary although both can be issued at the same time.

## 9. Quota for UFT Sabbaticals

Not more than five percent (5%) of the faculty of any school or equivalent organizational unit may be on sabbatical leave at any given time. For this purpose, the faculty consists of the number of regularly appointed pedagogical staff members employed in the school or unit who are covered by the agreement with the UFT. Substitutes and supervisors covered by the agreement with the CSA are not included in the computation of the quota. When 5% of the faculty results in a fractional number, the number is rounded off to the next higher number to determine the quota. Thus, if 5% of the eligible staff were 9.3, the quota would be 10. The minimum quota is one.

## 10. Quota for CSA Sabbaticals

Within the New York City public school system, no more than forty (40) supervisors covered by the agreement with the CSA may be on sabbatical leave at any given time. Within this citywide quota, sabbatical leave is granted at the discretion of the Chancellor and no Superintendent may grant sabbatical leave to a supervisor unless that leave has received prior approval as to eligibility and quota from the Division of Human Resources.

## 11. Limitations on Employment and Study During Sabbatical Leave

### a. General

Except as provided in subdivision b. below, no pedagogical employee who has been granted sabbatical leave of absence for any purpose may engage in any gainful employment or occupation during the leave nor may such an employee study for another trade or profession. The prohibition on employment during sabbatical leave includes any full or part-time work regardless of whether or not such employment was engaged in or permitted prior to the period of sabbatical leave. Employees who work while on sabbatical leave, except as provided in subdivision b. below, may be subject to disciplinary action.



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## b. Per Session Employment During Sabbatical Leave

- 1) As an exception to the general prohibition on employment during sabbatical leave, an employee who commences sabbatical leave on August 1 may complete summer service in a per session activity in which employed at the commencement of the sabbatical leave. However, such an employee may not resume the per session employment until the summer following the expiration of the sabbatical leave.

Example A: Mr. Block is normally employed in a summer activity from July 1 through August 15. Mr. Block receives a sabbatical leave from August 1, 1999 through July 31, 2000. Mr. Block is permitted to complete summer per session employment from July 1, 1999 through August 15, 1999 even though his sabbatical begins on August 1. However, Mr. Block may not resume his per session employment on July 1, 2000; he must wait until July 1, 2001, the summer after expiration of his sabbatical leave.

Example B: Ms. Green is normally employed in a summer activity from July 1 through August 15. Ms. Green receives a sabbatical leave from August 1, 1999 through January 31, 2000. Ms. Green is permitted to complete summer per session employment from July 1, 1999 through August 15, 1999 even though her sabbatical begins on August 1, 1999. Since her sabbatical expires before the summer of 2000, Ms. Green may resume her per session employment on July 1, 2000; she does not have to wait for July 1, 2001.

Example C: Ms. Brown is normally employed in a summer activity from July 1 through August 15. Ms. Brown receives a sabbatical leave from February 1, 2000 through July 31, 2000. This sabbatical has no effect on the summer of 1999 which is prior to the commencement of the leave. However, during July 2000 she is on sabbatical since the leave does not expire until July 31, 2000; she must wait until July 1, 2001 to resume her summer per session employment.

- 2) During sabbatical leave of absence, a person who would otherwise work in a per session activity is considered on leave of absence without pay from the activity. Retention rights are not usually affected by such leave:



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- if the employee granted sabbatical leave possesses retention rights in the activity and
- if the period of leave occasioned by sabbatical does not exceed 12 consecutive months.

## 12. Applications for Sabbatical Leave

- a. All applications for sabbatical leave of absence must be submitted on the official application form (Form OP 8) which is attached to the Personnel Memorandum on Sabbatical Leaves.
- b. An applicant must prepare two copies of the application for each leave applied for together with two copies of any required documentation.
  - For Restoration of Health, the Confidential Medical Report (Form OP 407) as prescribed by the specific requirements for such leave in subdivision 7 above.
  - For Study, the study plan as prescribed by one of the alternatives set forth for such leaves in subdivision 8 above.
- c. Both copies of each application must be completed and, together with the copies of the required documentation, must be submitted for signature to the principal or equivalent organizational unit head no later than the due date prescribed in the Personnel Memorandum on Sabbatical Leaves. Failure to submit applications by the date prescribed is reason for denial of the leave.

## 13. Withdrawal of Application and Cancellation of Sabbatical

- a. An applicant who has not commenced sabbatical leave may request withdrawal of the application and cancellation of the sabbatical leave.
- b. Request for withdrawal must be submitted in written letter form and bear the written approval of the principal or equivalent organizational unit head through whom the original application was submitted as well as of the responsible Superintendent or Executive Director.
- c. If an application for restoration of health is to be withdrawn, cancellation requires a statement from the attending physician that the medical condition of the patient has sufficiently improved so as not to require the leave. Cancellation also requires the approval of the School Medical Director.
- d. To minimize disruption of the school organization and to permit expeditious processing of sabbatical leaves, any application for cancellation of sabbatical must be received no later than June 10 preceding leaves to commence August 1 or January 10 preceding leaves to commence February 1.



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- e. Upon approval of a request for withdrawal of application and cancellation of sabbatical, the appropriate notice will be issued by the appropriate Superintendent or Executive Director of Human Resources. A copy of this notice will be mailed to the applicant at the home address indicated on the application or, if different, on the written request for withdrawal.
- f. When a sabbatical leave has been cancelled, the effect is as if there had been no application in the first place and there is no charge against future entitlement to sabbatical leave.

## 14. Termination of Sabbatical Leave Before Expiration Date

- a. An applicant who has already commenced sabbatical leave may not withdraw the application but must apply for termination of the leave.
- b. Requests for termination of sabbatical leave must be submitted in written letter form and bear the written approval of the principal or equivalent organizational unit head through whom the original application was submitted as well as of the responsible Superintendent or Executive Director.
- c. If a sabbatical leave for restoration of health is to be terminated, the request requires a statement from the attending physician that the medical condition of the patient has sufficiently improved so that further leave is not required. Termination also requires approval by the School Medical Director.
- d. To minimize disruption of the school organization and to permit expeditious processing of sabbatical leaves of absence, a request for termination of sabbatical leave before the normal expiration date must be submitted to the principal or equivalent organizational unit head no later than twenty (20) calendar days prior to the date on which termination is requested. An employee terminating a sabbatical leave may not resume actual and personal service before receiving official approval of the termination of the sabbatical leave. The date indicated on this notice governs in cases where it differs from the date requested by the employee.
  - Sabbaticals of school district employees other than those granted for restoration of health may be terminated and termination notice issued by the responsible Superintendent provided the Division of Human Resources is informed so that records may be adjusted.
  - Sabbaticals of headquarters employees and of all employees granted sabbatical leave for restoration of health may be terminated only after the Division of Human Resources has been given a copy of the approved request for termination and has issued an official notice of termination as appropriate.



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- e. When a sabbatical leave has been terminated before its normal expiration date, it counts as a “used” sabbatical even if only one day of leave has been taken. For the effect of such termination on pay and entitlement to future sabbatical leave, see subdivisions 3d and 4d above. In essence, any six month sabbatical terminated before its normal expiration date counts as a six month sabbatical; a twelve month sabbatical terminated during the fall term counts as a used six month sabbatical and a twelve month sabbatical terminated during the spring term counts as a used twelve month sabbatical.

## 15. Responsibility for Continuing Service Prior to Sabbatical Leave

Although every effort will be made to process applications quickly, applicants for sabbatical leave must continue to serve in their regular assignments until written notice of the grant of sabbatical leave has been received. Mere application, regardless of circumstances, may not be considered the equivalent of approval to be absent from actual and personal service. Any such unauthorized absence may result in serious consequences including loss of salary for the period involved. Should a sabbatical leave commence after the normal initial date, the effect on salary and future entitlement is as indicated in subdivisions 3d and 4d above.

## 16. Inquiries

Questions concerning sabbatical leave should be addressed to the responsible Superintendent, Executive Director or:

**Office of Staffing Services**  
New York City Board of Education  
65 Court Street - Room 601  
Brooklyn, New York 11201  
Telephone: **(718) 935-2835**