

2021-2022 Sabbatical Memorandum Now Available

The application period for full-year (2021-2022) study sabbatical leaves of absence for UFT and CSA members opens on February 12. Employees wishing to apply must do so using the online leave application system (SOLAS) by March 17, 2021.

For more information about sabbaticals, please see the following articles. The 2021-2022 Sabbatical Memorandum has also been attached within each article:

[CSA Principals, APs, Supervisors - Study Sabbatical Leave](#)

[CSA Principals, APs, Supervisors - Sabbatical Leave for Restoration of Health](#)

[UFT Pedagogues - Study Sabbatical Leave](#)

[UFT Pedagogues - Sabbatical Leave for Restoration of Health](#)

UFT Pedagogues - Study Sabbatical Leave

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[What is a Study Sabbatical Leave?](#)

Important:

For a copy of the Sabbatical Memo, please see attachments section at the bottom of this page.

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Looking for something else?

[UFT Pedagogues - Sabbatical Leave for Restoration of Health \(9166\)](#)

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[General Information and Eligibility - Study Sabbatical Leave](#)

A study sabbatical is a leave with reduced salary granted upon approval of an application to appointed teachers and regularly appointed or properly selected acting supervisors who have the required years of service. The expectation is that these employees will return to service strengthened by professional development accomplished during the sabbatical leave.

There are four (4) types of Study Sabbaticals for UFT pedagogues:

1. Regular Study.
2. State Certification.
3. Educational Research Project.
4. Participation in the Constitution Works Program.

Eligibility

Eligibility requirements for a Study Sabbatical Leave are based on three criteria:

1. Length of service.
2. Service immediately prior to the sabbatical leave.
3. Prior sabbatical leaves charged against entitlement.

Important policies regarding prior sabbatical leaves:

- 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.
- A sabbatical is considered "used" even when its actual duration was less than the prescribed six (6) or twelve (12) months.

In addition, other factors may also influence whether a study sabbatical leave can be granted (for example, a 5% cap on sabbaticals).

Regularly appointed UFT non-supervisory pedagogues:

You must have a minimum service requirement of seven (7) years in order to apply:

Eligible for a one (1) year study sabbatical leave after each fourteen (14) years of service (the first fourteen (14) years of service may include a maximum of three years of substitute service for which salary credit is granted).

Eligible for a six (6) month study sabbatical leave with seven (7) years of service (substitute service cannot be used).

Six (6) month study sabbatical leave is only for regularly appointed UFT pedagogical employees at high schools or middle schools that are attached to high schools (for example, schools that are from Kindergarten through 8th grade). Elementary school teachers/non-classroom teachers are not eligible for six (6) month Sabbatical Leave.

Are on-line courses acceptable?

On-line courses are acceptable. The majority of courses in each semester must be taken during normal Department of Education school hours when the employee would otherwise be on duty.

For more information on the Chancellor's Regulation C-650:

Deadlines for Applying for Study Sabbatical Leave

Deadlines for submission of a sabbatical application are listed below (and also outlined on the Sabbatical Memorandum):

Full Year (2021-2022) Sabbaticals (16 Credits Required) Application Dates:

- February 12, 2021: Application period open.
- March 17, 2021: Final date for employee to submit application via SOLAS.
- March 24, 2021: Final date for Principal's recommendation to Superintendent in SOLAS.
- April 14, 2021: Final date in SOLAS for Superintendent to inform employee if (a) coursework is not rigorous and job-related and/or (b) taking of the sabbatical will create a hardship for the school. All communications will be handled via SOLAS.
- April 28, 2021: Final date in SOLAS for employee to resubmit coursework to Superintendent, if applicable.
- May 5, 2021: If applicable, Superintendent informs employee in SOLAS that resubmitted coursework is not rigorous, job-related or if taking the sabbatical will cause a hardship.
- May 5, 2021: Final date for Superintendent's determination in SOLAS.
- September 30, 2022: Submission of official transcript(s) required for Study Sabbaticals.

Spring 2022 Sabbaticals (8 Credits Required) Application Dates:

- October 6, 2021: Application period open.
- October 22, 2021: Final date for employee to submit application via SOLAS.
- October 29, 2021: Final date for Principal's recommendation to Superintendent in SOLAS.
- November 15, 2021: Final date in SOLAS for Superintendent to inform employee if (a) coursework is not rigorous and job-related and/or (b) taking of the sabbatical will create a hardship for the school. All communications will be handled via SOLAS.
- November 22, 2021: Final date in SOLAS for employee to resubmit coursework to Superintendent, if applicable.
- December 6, 2021: If applicable, Superintendent informs employee in SOLAS that resubmitted coursework is not rigorous, job-related or if taking the sabbatical will cause a hardship.
- December 6, 2021: Final date for Superintendent's determination in SOLAS.
- September 30, 2022: Submission of official transcript(s) required for Study Sabbaticals

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.

At least one (1) 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 (1) year's duration.

At least three (3) years of service must intervene between the date of reinstatement from resignation or retirement and the initial date of a subsequent sabbatical leave.

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Service Obligations After a Sabbatical Leave of Absence

When an employee is granted a sabbatical leave, they must satisfy one of the following commitments:

Appointed teachers:

- After completion of a full year sabbatical leave, employees must return and perform a minimum of two (2) years of service in the New York City public school system.
- After completion of sabbaticals of six months, employees must return and perform a minimum of one (1) year of service in the New York City public school system.
- After completion of a special sabbatical leave of absence for study, employees must complete certification requirements and teach in the license area for a minimum of two (2) years.

If the employee does not satisfy any of the commitments, they are liable for repayment of the salary for the sabbatical period to the DOE.

Important: For teachers, failure to return from leave or communicate with the school within twenty (20) consecutive days of the expiration of the leave is subject to automatic termination under Article 5F of the UFT contract.

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Waiver of Sabbatical return

Employees unable to return to work due to a medical incapacity which has developed since the commencement of the sabbatical may apply for a [waiver of sabbatical return](#). Requests for such a waiver must be accompanied by appropriate recent medical documentation and/or reports. Waivers shall be reviewed and approved by Medical Unit on a case-by-case basis.

The waiver of sabbatical return exempts the employee from all provisions and obligations expected upon return from a sabbatical. An employee granted a waiver of sabbatical return is not eligible to return and must retire.

1. Complete the [Waiver of Sabbatical Return](#).
2. Instruct your treating physician to complete and sign a physician's statement that explains the medical condition.

3. Gather any supporting medical documents.
4. Make copies of the physician's statement and any supporting medical documents. Keep the original medical documentation for your records.
5. Submit the physician's statement and any supporting medical documents to Medical Unit via one of the following ways:
Fax to:
HR Connect - Medical, Leaves & Records Administration
Attn: Director - Sabbatical Waiver
Fax: (718) 935-3048

Email to:
HRConnectMedrequests@schools.nyc.gov
6. You will receive a letter approving or denying this request by mail.

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Application Steps to Apply for a Study Sabbatical Leave

To apply for a Study Sabbatical:

1. Log into SOLAS: <http://dhrnycaps.nycenet.edu/SOLAS/> using your DOE email and password.
2. You will be guided through a series of steps, when prompted, you must select Study Sabbatical.
3. You will be asked to select the type of Study Sabbatical, please choose from the following:
 - Regular Study
 - State Certification
 - Education Research Project
 - Constitution Works Program
4. You must next choose the time period for the sabbatical (six (6) months or one (1) year).
5. When prompted upload the required supporting documentation.

If you are unable to upload, you may fax or email instead:

Fax the documentation (along with the fax coversheet) to (718) 935-5175.

Email your documents (including the fax coversheet) to solasleavesfax@schools.nyc.gov

6. You must E-sign to submit your application. Once submitted, you will receive a confirmation email to your DOE email address.

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Submitting Official Transcripts of Completed Coursework

Once a teacher-line employee completes a sabbatical leave for study, they have thirty (30) days to submit an official transcript of the completed coursework (no later than September 30, 2021). This transcript is used to

verify that the approved coursework has been satisfactorily completed. This coursework must be the same or comparable to the coursework approved on the sabbatical application.

1. Submit your official transcript of the courses taken during the sabbatical to DOE's HR Connect for verification.

2. Transcripts can be sent to HR Connect via one of the following ways:

Upon completion of all study sabbaticals, an official transcript or final research project must be submitted to: HR Connect-Medical, Leaves & Records Administration, Attn: Transcript Evaluator, 65 Court Street, Room 201, Brooklyn, NY 11201

Fax to: (718) 935-3048

Email to: HRConnectMedrequests@schools.nyc.gov

Employees who have completed an educational research project must submit the completed project to the Community Superintendent.

Please do not have your school or any third party submit your transcript on your behalf; we will only accept this documentation directly from you. Unofficial transcripts sent in an allowable file format (per the below guidelines) are also acceptable.

Important:

In an effort to accommodate applicants as a result of COVID-19, the Medical, Leaves & Records Administration will accept pictures of transcripts as long as they are clear and legible.

Scanning and Uploading Guidelines:

- The allowable file formats are pdf, png, jpg, or jpeg.
- Make sure that all the information is easily seen and read, and no parts of the document are cut off or cannot be seen.
- Ensure that the document is correctly oriented so it can be read across the screen without the need to rotate the document. Most programs offer a preview function so you can make sure the document is readable. If you cannot read the document, re-scan it or try to upload it again.
- Please scan or take a clear photo of both the front and back sides of any document that has any information on the back. (If the back of the document is blank, do not scan or photograph it.)
- If your documents are not readable or correctly oriented, your transcript will be rejected.

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Rescinding a Study Sabbatical Leave

An employee who has yet to begin their study sabbatical may request to rescind the sabbatical leave. In these cases, the leave has no effect on future entitlements. Requests must be signed and approved by the employee's principal or supervisor and submitted to HR Connect within the appropriate timeframe.

The rescind deadline varies year-to-year, but is typically in May for fall sabbaticals and in January for spring sabbaticals.

Rescinding before deadline:

1. Log into SOLAS: <http://dhrnycaps.nycenet.edu/SOLAS/>.
2. Select "I would like to rescind my current leave."

3. An email will be sent to your DOE email address confirming your request to rescind your leave. The email will instruct you to contact your principal to discuss appropriate staffing options.

Rescinding after rescind deadline, but prior to start of leave:

1. Log into SOLAS: <http://dhrnycaps.nycenet.edu/SOLAS/>.
2. Select "I would like to rescind my current leave."
3. You will see a warning message with instructions to speak to your principal to discuss appropriate staffing options.

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Withdrawing a Study Sabbatical Leave

To withdraw your study sabbatical leave that has already started:

1. Create a letter requesting to terminate the Study Sabbatical leave. This letter must state valid and compelling reasons for terminating the Study Sabbatical leave.
2. Submit the letter to your principal or supervisor for approval and signature.
3. Once it's approved, you must submit the approved written request to HR Connect via fax or email:

Fax to: (718) 935-3048

Email to: HRConnectMedrequests@schools.nyc.gov

4. You will receive a letter approving or denying this request by mail.

Important: An eligible regularly appointed UFT pedagogical employee is permitted to terminate a portion of an approved sabbatical leave of absence (e.g. terminating six months of a one-year sabbatical).

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Working while on a Study Sabbatical

Employees on a Study Sabbatical Leave cannot work during the duration of this leave without first being granted a Waiver to Work. This restriction includes any full- or part-time work (including working F-status), regardless of whether or not such employment was allowed prior to the leave.

An exception to this is if 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. For more information, please see [Chancellor's Regulation - C-650](#).

For information regarding the Waiver to Work, please see next section.

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Applying for a Waiver to Work While on Study Sabbatical Leave

Employees who plan to work while on a sabbatical leave may apply for a [waiver to work while on sabbatical](#).

In order to request a waiver, you must do the following:

1. Download the form [Waiver to Work While on Study Sabbatical Leave Form \(9747\)](#). This form is also available at [DHC Forms \(9701\)](#).
2. You must submit proof of your activity for the past three years indicating that, during your sabbatical, you are working the same or fewer hours than when you were not on sabbatical. Acceptable forms of proofs include:
 - a. Tax Returns (private business) from that period
 - b. A letter from your employer(s) on official letterhead stating all three years prior employment and hours worked

3. Submit the completed waiver request form with all required documentation PRIOR to the start of your sabbatical leave to the Medical, Leaves & Records Administration via one of the following ways:
HR Connect- Medical, Leaves & Records Administration,
Attn: Director - Sabbatical Waiver, 65 Court Street, Room 201,
Brooklyn, NY 11201.

Fax to: (718) 935-3048

Email to: HRConnectMedrequests@schools.nyc.gov

4. You will receive a letter response to your waiver request by mail.

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Study Sabbatical Leave Denial Reasons

The approval process for a sabbatical leave for study is based on four criteria: eligibility rules, coursework, school quotas, and school hardships.

The principal, the Community Superintendent, and/or the HR Connect have the authority to deny a sabbatical leave based on any or all of the following criteria.

1. The applicant is not eligible based on administrative eligibility rules.
2. The applicant's coursework is inappropriate.
3. The applicant's school or organizational unit has already met its quota. Note that no more than five percent of the faculty covered by the agreement with the UFT of any school or equivalent organizational unit may be on sabbatical leave at any given time. No more than 40 supervisors covered by the agreement with the CSA may be on sabbatical leave at any given time.
4. The sabbatical would cause hardship to the applicant's school. Sabbaticals will not be granted if they cause a hardship in any department or subject area. This determination is made by the Community Superintendent, in conjunction with the school principal.

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Filing a Grievance for a Denial of a Study Sabbatical Leave

Employees who feel that their requests for a sabbatical leave have been unfairly denied may file a grievance through their unions.

The request must be made through their union representative and must be made within 10 days of receipt of the denial.

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Attachments

- [File Type pdfPersonnel Memo 4 2020-21 Sabbatical Leaves of Absence.pdf \(635.17 KB\)](#)

UFT Pedagogues - Sabbatical Leave for Restoration of Health

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[Where can I find information on a Sabbatical Leave for Restoration of Health?](#)

Important:

For a copy of the Sabbatical Memo, please see Attachments section at the bottom of this page.

Please also review [Chancellor's Regulation C-650](#).

General Information:

[Sabbatical Leave for Restoration of Health](#)

Application Process:

[Application Steps to Apply for a Health Sabbatical - UFT Pedagogues](#)

[Applying for an Extension of a Sabbatical Leave for Restoration of Health](#)

Other:

[Rescinding a Sabbatical Leave for Restoration of Health](#)

[Terminating a Health Sabbatical Leave](#)

[Service Commitments Upon Return from a Sabbatical](#)

[Applying for a Waiver of Sabbatical Return](#)

Looking for something else?

For a leave of absence for restoration of health (not a sabbatical): [UFT Pedagogues - Medical Leaves \(9152\)](#).

[UFT Pedagogues - Study Sabbatical Leave \(9167\)](#).

[CSA Principals, APs, Supervisors - Sabbatical Leave for Restoration of Health \(9168\)](#).

[View a list of leave of absences that are available for your title.](#)

General Information - Health Sabbatical

Employees may apply for a sabbatical leave for restoration of health at any point during the school year for the fall or spring term. A sabbatical leave for restoration of health is granted with the expectation that the employee's health will be restored and that they will return to service. Employees will continue to be eligible

for benefits while on a sabbatical leave for restoration of health.

Sabbatical start and end dates for health sabbaticals of six months and one year vary according to spring and fall semester start and end dates:

- Fall Term Six (6) Month Sabbatical Leaves (August 1 – January 31).
- Spring Term Six (6) Month Sabbatical Leaves (February 1 – July 31).
- Full Year Twelve (12) Month Sabbatical Leaves (August 1 – July 31).

How much will I be paid?

Taking a sabbatical leave for restoration of health, will reduce your salary as follows:

A six-month sabbatical for restoration of health: Salary is reduced by 40% (you will earn 60% of your salary).

A one-year sabbatical for restoration of health: Salary is reduced by 30% (you will earn 70% of your salary).

For information about the impact on your summer/vacation pay, please see: Chancellor's Regulation C-650 (section 3-D-2).

Where can I find more information?

For more information about sabbaticals, including policies and procedures, please see the following resources:

Chancellor's Regulation C-650: schools.nyc.gov/RulesPolicies/ChancellorsRegulations.

Sabbatical Memorandum: please see attachment at the bottom of this page.

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Application Steps to Apply for a Health Sabbatical - UFT Pedagogues

To submit a leave application for sabbatical leave for restoration of health, you must use SOLAS:

1. Go to: <http://dhrnycaps.nycenet.edu/SOLAS>.
2. Log in using your Network / Email ID username (for example, JSMITH). This is the same username you use to log into the DOE network, and matches your email address.
3. Answer all required questions to complete the application.
4. When prompted, you may upload any supporting documents during the application process or you may fax supporting documents to the SOLAS fax number: (718) 935-5175. If you are unable to fax, you may also email your documents (including the fax coversheet) to solasleavesfax@schools.nyc.gov but please do not do both, as this will lead to duplicates and a longer processing time.

Required documentation: Employee must submit an official medical documentation/letter from hospital or treating physician. It must include diagnosis and prognosis of the medical condition.

5. Once you have completed the e-signature page, you will be sent an email confirmation.

All communication concerning this leave application will be sent to your DOE email.

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Applying for an Extension of Sabbatical Leave for Restoration of Health

An employee may apply for an extension of a sabbatical leave for restoration of health if they are eligible. To apply for an extension of a sabbatical leave for restoration of health, an employee must reapply using the same process as applying. The employee must also submit new medical documentation that states that he or she is unfit to return to work.

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Rescinding a Sabbatical Leave for Restoration of Health

1. Create a letter requesting withdrawal of the sabbatical leave of absence for restoration of health. This letter must state valid and compelling reasons for rescinding the leave of absence.
2. Obtain a physician's certification from your attending physician certifying that you are medically fit to return to work.
3. Submit the letter to your principal or supervisor for approval.
4. Submit copies of both the approved written request and physician's certification to HR Connect no later than June 10th prior to sabbatical leaves commencing August 1, or January 10 prior to sabbatical leaves commencing February 1.
5. Forms can be sent to HR Connect via fax or email.

Fax to: 718-935-3048

Email to: HRConnectMedRequests@schools.nyc.gov

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Terminating a Health Sabbatical Leave

1. Create a letter requesting to terminate the sabbatical leave of absence for restoration of health. This letter must state valid and compelling reasons for terminating the leave of absence.
2. Obtain a physician's certificate from the treating physician that states he or she is fit to return to service.
3. Submit the written request and the physician's certificate to your principal or supervisor for approval and signature.
4. Submit the approved written request to HR Connect for processing.
5. Forms can be sent to HR Connect via fax or email:

Fax to: 718-935-3048 **Email to:** HRConnectMedRequests@schools.nyc.gov

6. You will receive a letter approving or denying this request by mail.

An eligible appointed teacher is permitted to terminate a portion of an approved sabbatical leave of absence (e.g. six (6) months of a one (1) year sabbatical).

Service Commitments Upon Return from a Sabbatical

Appointed teachers:

After completion of a full-year sabbatical leave, employees must return and perform a minimum of two years of service in the New York City public school system.

After completion of a six-month sabbatical, employees must return and perform a minimum of one year of service in the New York City public school system.

An employee who receives the special sabbatical leave of absence for study must commit to completing certification requirements and accept assignment to teach in the license area for a minimum of two years.

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Applying for a Waiver of Sabbatical Return

Employees may apply for a waiver of sabbatical return if they are unable to return to work from a sabbatical leave of absence due to a medical incapacity that developed during the leave.

The sabbatical waiver exempts the employee from all provisions and obligations expected upon return from a sabbatical. An employee granted a sabbatical waiver is not eligible to return and must retire.

1. Create a cover letter stating that you are applying for waiver of sabbatical return. This letter should include your name, employee number, and the medical reasons for the waiver.
2. Instruct your treating physician to complete and sign a physician's statement that explains the medical condition.
3. Gather any supporting medical documents.
4. Make copies of the physician's statement and any supporting medical documents. Keep the original medical documentation for your records.
5. Submit the physician's statement and any supporting medical documents to Medical Unit by performing one of the following:

Fax to (718) 935-3048. **Email to:** HRConnectMedRequests@schools.nyc.gov

6. You will receive a letter approving or denying this request by mail.

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Attachments

- [File Type pdfchancellors-reg-c-650-sabbatical.pdf \(143.96 KB\)](#)
- [File Type pdfPersonnel Memo 4 2020-21 Sabbatical Leaves of Absence.pdf \(635.17 KB\)](#)