



Information Regarding Sabbatical Leave Request

In order to apply for Sabbatical Leave, you **MUST** meet the basic requirements as listed in Article 6 of the Negotiated Agreement between the Teachers Association of Anne Arundel County (TAAAC) and the Board of Education, Article 7 of the Negotiated Agreement between the Association of Education Leaders (AEL) and the Board of Education, or the applicable Board of Education Policy/Regulation.

For such leave requests:

1. The employee must have completed at least six (for Units I, V, & VI) or five (for Unit II) full continuous school years of service in the Anne Arundel County Public School (AACPS) System **prior** to the leave.
2. The employee must register for a minimum of 12 semester hours per semester. An exception to the number of semester hours may be made for the Doctoral dissertation.
3. The employee must complete the Sabbatical Leave Request Form and attach a letter containing the below information to be submitted to the Office of Integrated Disability and Leave Management in writing no later than the due dates indicated.

Unit I: November 1 of the year prior to the actual sabbatical leave

Units II, V & VI: October 1 of the year prior to the actual sabbatical leave

- a. The reason for the sabbatical.
- b. The name of the College/University you will be attending.
- c. The planned program of study.
- d. An explanation on how taking the sabbatical will enhance your value with AACPS.

The employee will only be granted one (1) Sabbatical Leave. *(If only ½ year of Sabbatical is taken, this will constitute one leave.)*

Once the sabbatical leave has gone through a preliminary approval process by the Executive Director of Human Resources, the employee will be required to submit a program of study that has been signed by their advisor, and contact information for three professional references. One **MUST** be their immediate supervisor.

The official approval (from the Board) of the Sabbatical Leave will not be confirmed until the first Board of Education meeting in January. The employee will be notified in writing regarding the decision for their sabbatical, planned and scheduled for the **next** school year.

At the completion of the sabbatical, the employee must return to work in AACPS for at least the time indicated.

Unit I: One Year

Unit II: Two times the length of the sabbatical

Unit V & VI: Two Years

Please read the information regarding compensation, experience credit, and employee benefits under Article 6 of the TAAAC Negotiated Agreement, Article 7 of the AEL Negotiated Agreement, or the applicable Board of Education Policy/Regulation.



Sabbatical Leave Request

Along with completing the information below, you must attach a letter that states **(a)** why you would like to take Sabbatical Leave, **(b)** where you will be completing your program of study, **(c)** your program of study, and **(d)** how taking Sabbatical Leave will enhance your value with Anne Arundel County Public Schools. After completing the form, please print, sign, and send with the letter attached, to the Office of Integrated Disability and Leave Management. This information is to be submitted **no later than the following deadlines:**

Unit I : November 1 of the year prior to the actual sabbatical leave

Employee Name	Work Location	
Position	Years of Service	Unit
Reason for Sabbatical: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Dissertation		

Once the information is submitted:

- The request will be reviewed by the appropriate Human Resources Staff.
- The Executive Director of Human Resources will make a preliminary decision on the request.
- The employee will be notified by email of the preliminary approval.
- The employee will be asked to distribute Professional Reference Forms to their three references and submit a program of study signed by their college advisor no later than December 15th. **Failure to submit this information will mean a disqualification of the request for sabbatical leave.**
- Approval of the references and course of study will be approved by the Board of Education in January.
- If approved, employee will be notified in writing. Included will be a Sabbatical Agreement, Confessed Judgement, and Request for a Leave of Absence form (to release your position).
- The Confessed Judgement will remain on file for the length of time directed to remain employed in AACPS as noted in the Negotiated Agreement or the applicable Board of Education Policy/Regulation after your return.
— **Failure to return after the completion of the Sabbatical Leave will make the employee liable for repayment of salary during the sabbatical.**

Employee Signature

Date