

Sabbatical Leaves Program

Frequently Asked Questions (FAQ)

1. Q. How is seniority for sabbaticals determined?

A. In accordance with UESF contract Section 10.2.12.1.1:

“Sabbatical leaves must be preceded by at least seven consecutive years of teaching service, all of which shall have been full-time service as tenured, probationary or long-term substitute status in the San Francisco Unified School District. For contractual employees initially hired by the District on or after July 1, 1998, “full time service” is defined as tenure track service. Qualifying service shall be construed as being in paid District status for seventy-five (75%) of the teaching days in each school year. Failure to be in paid District status for seventy-five (75%) of the teaching days in any given year due to being on an unpaid leave shall not constitute an interruption in the seven (7) consecutive year period.”

2. Q. Are any other factors considered in determining who will be awarded a sabbatical, i.e.

teacher performance, specific professional expertise, quality of proposed project, awards?

A. Under the provisions of the Teacher Contract, only seniority may be considered in determining the award of a sabbatical leave.

3. Q. Who may apply for a “split” semester sabbatical?

A. Anyone who can demonstrate that he/she meets the conditions of Art. 10.2.12.2.5 of the UESF contract:

“A teacher may apply for a “split” sabbatical where the teacher can demonstrate, with a course catalogue or other documentation that an education program is only offered at times when a full year sabbatical would not allow the teacher to fulfill the requirements of the program. A split sabbatical is defined as the teacher taking one semester of the sabbatical in one school year and the second semester of the sabbatical in a subsequent year within an overall span of three (3) school years.”

4. Q. What is an example of the phrase “within an overall span of three years”?

A. For “2009 - 2010,” “within the overall span of three years” would mean that the first semester of the split sabbatical must begin in the ‘2009 – 2010’ school year and the second semester must be completed by 6/30/2012:

- 7/1/2009 – 6/30/2010;
- 7/1/2010 – 6/30/2011;
- 7/1/2011 – 6/30/2012.

5. **Q.** Can I apply for a “split” sabbatical and go traveling one semester and study for another semester?
- A.** No, see above. **Split sabbaticals may only be taken to meet educational needs.**
6. **Q.** If I take a one semester sabbatical leave, may I request to take another semester sabbatical leave later on?
- A.** Your original application must list the total number of semesters (maximum-two) that you want to be on sabbatical leave. If you are approved to take a one semester sabbatical leave and after Board approval decide that you want to take another semester sabbatical, you will need to apply for another sabbatical leave. Your seniority for the new sabbatical leave, will be calculated from the end of the one semester sabbatical you received. You cannot “add” a semester to your original sabbatical leave once it has been approved.
7. **Q.** May I combine a Travel and a Study Sabbatical in the same semester?
- A.** A travel and a study sabbatical may **NOT** be combined in a single semester.
8. **Q.** Since the Teacher Summary Evaluation process may not be completed until May 15th, how can I commit to buying the required bond for my approved sabbatical leave?
- A.** In order to be eligible for a sabbatical leave, a teacher’s summary evaluation for the year in which the sabbatical is requested may not be “unsatisfactory” (refer to Teacher Contract: Article 10.2.11.2.1.). If you have any doubts as to whether the type of evaluation you may receive will interfere with your eligibility for a sabbatical, you should talk to your supervisor before buying the bond.
9. **Q.** May I begin my sabbatical leave while I am still attempting to secure a bond?
- A.** No. If you are not able to secure a bond by the deadline, the next person on the waiting list will be offered an opportunity for a sabbatical leave. Since different bonding companies have different requirements (home ownership, credit rating, etc.), it is very important to begin

the process of applying for a bond as soon as possible once you have been notified that you are being awarded a sabbatical.

10. Q. Where should I go to get my bond?

A. Most companies where you have insurance policies (auto, home, and life) should also be able to issue a sabbatical leave bond. San Francisco Unified School District does not endorse any particular bond company. We provide the names of several bond companies which teachers have used in the past, but this is strictly in response to teacher requests and does not constitute an endorsement or recommendation of any particular company or group of companies.

11. Q. May I take summer school units at the end of a Spring sabbatical semester?

A. No. Per contract section 10.2.12.1.2 “Not less than seven (7) semester units shall be completed during each semester while on such leave, and no more than two (2) semester units of summer school credit shall be counted.” Summer school semester units may only be taken prior to the beginning of a Fall sabbatical—and as per the above, with a maximum of two summer school semester units.

12. Q. Who qualifies as a “project supervisor” for my project sabbatical?

A. The project supervisor must be a site Administrator or a professor from an accredited college or University.

13. Q. May I take online or correspondence courses to satisfy my study sabbatical requirements?

A. No. You must physically attend class in order to meet sabbatical course requirements.

14. Q. A study sabbatical leave requires completion of 18 college semester units. Must these units be upper division courses? Are courses from City College acceptable?

A. The only requirement is that all semester units be taken at an accredited college/university within the sabbatical period.

15. Q. While I am on a study sabbatical, may I take non-education related courses, i.e. meet personal objectives?

A. See the above Q & A

16. Q. If I begin my study sabbatical and then take college units the following summer which are part of a series for a K-9 math credential and for which SFUSD is paying a stipend of \$750 upon completion, may the units count toward my sabbatical and if so, will receiving the stipend be considered a conflict of interest?

A. As part of your approved study sabbatical, the units may count towards completion of your study sabbatical requirement. However, if you elect to have these units count towards completion of your study sabbatical requirement, you are not eligible for any stipend. You may select one or the other.

17. Q. What is the difference between “retraining” and “study” sabbaticals?

A. A retraining sabbatical requires that you fully *complete* a degree. A full year study sabbatical requires the completion of 18 units of study at an accredited college/university.

18. Q. For a Travel Sabbatical, what is meant by a “day” in meeting the requirement to be in travel status for 75% of the time while on sabbatical?

A. A calendar day (Monday through Sunday).

19. Q. How far do I have to “travel” on a travel sabbatical?

A. An exact travel mileage requirement is not stated, rather the travel destination, in conjunction with the travel objectives, as presented and approved for your travel sabbatical must be met. You will be informed if your proposed travel objectives are acceptable prior to your sabbatical leave approval. If you need to change your travel plans from your approved travel sabbatical leave, you must request Board approval.

20. Q. If I want to recommend someone to substitute teach for me while I am on sabbatical, may I do so?

A. The temporary teacher who will replace you while you are on sabbatical leave will be selected by your site administrator. You are free to present your recommendations to your site administrator

21. Q. Will my benefits be reduced while I am on sabbatical leave?

A. All your benefits remain the same as long as you are on an approved sabbatical leave.

22. Q. How will my reduced salary affect my voluntary deductions (TSAs, etc.)?

A. All your authorized TSAs and voluntary deductions will continue up to the maximum of your salary. However, please remember that while you are on sabbatical leave, your annual gross salary will be reduced to 60%. This may result in a substantially reduced paycheck if you do not adjust your voluntary deductions. Please consider this in deciding whether or not to continue your TSAs or other voluntary deductions at their present level during your sabbatical leave.

23. Q. If the Board has already approved my requested sabbatical leave and I have already submitted the required sabbatical bond, may I still change the length of my proposed sabbatical? May I change the purpose (i.e. study, travel or special project)? The period (semesters) requested? May I rescind the sabbatical leave altogether?

A. Once your sabbatical leave has been approved by the Board:

- You **may** request to change the purpose of your sabbatical.
- You **may not** request to change the period (semesters) once your sabbatical has been sent to the Board for approval.
- You **may** request to rescind your sabbatical for illness, injury or other good cause.-
 - If your request is approved by the Board **after** your classroom position has been filled by a temporary teacher, you may apply for another position, and if selected, you may work at another site for the duration of the original sabbatical period. After this period is complete, you may return to your original site.
 - If your request is approved by the Board **prior** to your classroom position being filled by a temporary teacher, you may remain at your original site.

24. Q. May I work for SFUSD as a day-to-day substitute or as a consultant while I am on a sabbatical leave?

A. No.

25. Q. May I work for another District while I am on sabbatical leave?

A. You may work as a consultant for another District. If you become an employee of another California school district while on sabbatical leave from SFUSD and contributions are made to your STRS (State Teachers Retirement Service) account, you will have violated the sabbatical agreement and will be liable for all sabbatical payments received from SFUSD.

26. Q. May I take a personal leave of absence upon return from a sabbatical leave?

A. NO. You may not take a personal leave of absence until after you have completed the required service period (twice the sabbatical leave period) upon your return from sabbatical leave.

27. Q. When returning from taking a sabbatical, we are required to teach for twice the length of the sabbatical leave i.e. two years after a one year sabbatical. I know that personal leaves are not allowed during that time, but what if I need to take a sick or pregnancy leave?

A. Personal leaves are not allowed, however medical necessity leaves, with appropriate medical documentation, continue to be approved as always: sick leave and maternity leave are two examples of medical necessity type leaves that may be taken after return from sabbatical during the required service time.

28. . Q. Will I get my project back?

A. Once your project has been approved by your project supervisor, delivered and approved by Human Resources Dept., you will be notified and offered the opportunity to pick it up. Due to the physical size of many projects, we do not return them by mail.

29. Q. Is it possible for me to copyright my Sabbatical work?

A. The general answer is no. For specifics, please refer to Board Policy 4540, entitled Publication of Materials, listed below:

Governing Board Policy 4540

1. Patentable or copyrightable materials developed by staff members in the course of carrying out their professional responsibilities on District time shall be the property of the District.

2. Such materials developed partially on District time and partially on the employee's personal time shall be the property of the District and the employee pursuant to a written contractual agreement between the employee and the District.

3. Such materials created by an employee during personal time when not fulfilling contractual duties to the District are the property of the employee.

30 Q. If I have already taken a sabbatical leave, how is my seniority counted for a new sabbatical?

A. Seniority is counted from the last sabbatical leave taken, not from your original seniority date, in order to allow as many eligible staff to take sabbatical leaves.

31 Q. If I take a sabbatical, am I allowed to teach summer school (the summer immediately preceding the sabbatical as well as the summer right after the sabbatical)?

A. You are allowed to teach summer school when you are on sabbatical, both at the beginning of your sabbatical and during the summer after your sabbatical ends.

32. Q. How is my sick leave bank credited while I am on Sabbatical?

A. If you are on a full-year Sabbatical you will **not** get sick leave credit. If you are on a split Sabbatical, for one semester only, you will be credited with five (5) days of sick leave during the semester you work.

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If you have further questions: please email SagastumeA@sfusd.edu. We will continue to add to the FAQs on an ongoing basis as new questions come up.