

## Baltimore City Public Schools Sabbatical Leave Overview

### Summary

Sabbatical Leave may be granted for the purpose of study and travel

BTU AGREEMENT – Employee MUST have completed seven (7) years of consecutive service prior to commencement of leave. All applications are to be submitted by December 15th of the year preceding the commencement of the leave. By signing the application, the employee also agrees to return to the System for at least one (1) year of service following expiration of the leave. As an option to this service requirement, the employee may elect to return the salary received during the period of leave.

PSASA AGREEMENT – Employee must have completed ten (10) years of consecutive service prior to the commencement of leave. All applications are to be submitted by April 1st (for leaves to begin September 1st) or November 1st (for leaves to begin February 1st). By signing the application, the employee also agrees to return to the System for at least three (3) years of service following expiration of the leave. As an option to this service requirement, the employee may elect to return the salary received during the period of leave.

### Required Documentation

- Completed [Online Leaves Application](#)
- Attach an explanation describing how this leave will be of benefit to the Baltimore City Public Schools. Failure to supply this information will preclude further consideration of this application.
- Sabbatical Study Required Documents:
  - Official Letter of Acceptance from the College or University Registrar's office. Per semester class load hours and a list of courses to be completed (copies not acceptable)
  - At the end of each semester, official documentation from Registrars' office denoting course(s) completion MUST be submitted within 14 days of semesters ending to the Office of Leaves Management, failure to do so WILL terminate your Sabbatical Leave Status.
  - Area of Study Must be directly related to your employment status
- Sabbatical Travel Require Documents:
  - Detailed Itinerary, and provide Detailed plans for disseminating information to students and/or staff upon your return.
  - Travel Must be directly related to your employment status

### Notification

- Once the application is reviewed the employee will receive notification of approval or denial.
- Leave is not authorized unless approved by the Department of Human Capital.
- Failure to received prior approval may result in appropriate disciplinary action up to and including termination.

### Pay Status

- The employee receives 50 percent of his or her annual salary while on leave. The employee's benefit status will remain active. Premium deductions for the various benefits will be deducted from the employee's bi-weekly paycheck (if applicable). If the employee's bi-weekly earnings do not cover the cost of the benefits, an invoice will be sent to the employee (by the Department of Fiscal Management) for his/her portion of the benefits premium that would normally be deducted from a paycheck.

### Benefits Status

- The employee's benefit status will remain active. Premium deductions for the various benefits will be deducted from the employee's bi-weekly paycheck (if applicable). If the employee's bi-weekly earnings do not cover the cost of the benefits, an invoice will be sent to the employee (by the Department of Fiscal Management) for his/her portion of the benefits premium that would normally be deducted from a paycheck.

### Return To Work

- 30 days prior to the end of your leave approval date, you must contact Leaves Management by email at [HumanCapital@bcps.k12.md.us](mailto:HumanCapital@bcps.k12.md.us) to request your placement in an active assignment. Leaves Management will forward your request to the appropriate department that will handle your placement to an active assignment.

### BTU Employee Evaluations

- In keeping with section 15.22 of the BTU contract, BTU employees who are absent more than 60 days in the school year shall receive an annual rating of "Administrative Effective/Satisfactory" on their annual evaluation with no Achievement Units (AUs). This rating can be used for certification purposes.

### BCPS Board Rules

Article 4 section 404.03, All absences of educational staff members shall be with loss of full pay unless otherwise provided for in these Rules, or by special action of the Board. "With loss of full pay" shall mean that the person concerned shall receive no salary for the full time included in such a leave. Such shall also include the earning of a salary from another source by the staff person on a leave without express approval of the Board and the Chief Executive Officer.