



Application for Sabbatical Leave Teacher/A&S/AMT Staff

Human Resources

Clear Form

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form 003-F18
September 2024

Name:
Employee ID:
Position:
Work Location:
Number of years employed by FCPS:
Year of previous sabbatical, if applicable:
Requesting sabbatical for (month/year – month/year):
College/University planning to attend:
Anticipated program of study:
Total # credits during sabbatical period:
Anticipated program completion date:
Independent study/research –specify topic:

Please include a written proposal which describes the following components of the proposed sabbatical:

1. Overview;
2. Goals and objectives;
3. Work plan description, including timeline;
4. Outcomes;
5. Value and significance of sabbatical to self, students, and FCPS; and
6. Any other relevant information for consideration.

I hereby make application for sabbatical leave in accordance with the policy and regulations noted with this application.

I understand that if I am selected for sabbatical leave I must register for a minimum of twelve (12) semester hours per semester, unless an exception is granted by Director of Human Resources. All course work grade reports must be presented to the Director of Human Resources for verification for each twelve (12) semester hours completed.

I will return to active employment with the Frederick County Public Schools at the end of my sabbatical period. If I am not available for employment at that time, I will refund all salary and tuition reimbursements paid to me during the school year for which sabbatical leave is granted. If I do not pursue my plans for the sabbatical year, I will refund the salary monies provided.

Signature/Date: _____

Attach to this form any additional information relevant to the sabbatical year.

Please return the application by December 1st.

SENIOR MANAGER, EMPLOYEE RELATIONS AND CONTRACT MANAGEMENT
191 South East Street
Frederick, Maryland 21701
HREmployeeRelations@fcps.org

PROPOSED COURSEWORK APPROVAL FORM
Sabbatical Leave (Teacher/A&S/AMT)

Name: _____ Employee ID#: _____

Signature: _____ Date: _____

Directions regarding the processing of sabbatical leave can be found in the applicable *Negotiated Agreement* between (FCTA or FCASA) and the Board of Education.

Provide a listing of the coursework to be taken during the requested sabbatical year. An applicant who intends to study must register for a minimum of twelve (12) semester hours per semester, unless an exception is granted by the Director of Human Resources. If taking less than twelve (12) credit hours each semester, please include a description of the planned alternative activity.

FALL SEMESTER		
Institution	Course Title	Semester Hours
SPRING SEMESTER		
Institution	Course Title	Semester Hours

Tuition reimbursement shall be available to any Teacher/AS/AMT employee on an approved sabbatical that has not received the maximum reimbursement for the fiscal year and who meets the following criteria:

- The employee should submit this Proposed Coursework Approval Form to the Senior Human Resources Manager, Employee Relations and Contract Management, for approval of course work prior to enrollment.
- The maximum reimbursement for the fiscal year shall not exceed the rates established by the applicable *Negotiated Agreement*.
- Tuition reimbursement will be processed as described in the applicable *Negotiated Agreement*.

Return document(s) to: Senior Manager, Employee Relations and Contract Management
HREmployeeRelations@fcps.org

SABBATICAL LEAVE

The purposes of a sabbatical leave are to enable an employee to pursue an activity which will benefit the individual and school system by enhanced professional competence and/or perform in a critical area of need. Such activities may include:

- Study leading to a graduate degree with concentration in the individual's current field and/or certification areas;
 - Study leading to a Bachelor's degree for a non-degree vocational teacher;
 - Study leading to a graduate degree with concentration in an area of specialization other than the current teaching field or current assignment, and/or certification areas; or
 - Study in an educational field as part of a doctoral program.
1. Upon recommendation of the Superintendent, sabbatical leaves will be granted up to eighteen (18) applicants per year. Sabbatical leave is available for up to three (3) Administrative/Supervisory employees per year and fifteen (15) teachers. Requests for sabbatical leave must be received in writing by the Superintendent between July 1 and December 1 preceding the school year for which the leave is requested. All applications will receive equal consideration regardless of when submitted within the above time frame.
 2. No applicant with an unsatisfactory rating on the prior year evaluation will be considered.
 3. To be eligible, an employee must have **completed at least six (6) full years** of active service with the Frederick County Public Schools (FCPS). An employee who has completed a sabbatical will be considered only after all applicants who have not had a sabbatical.
 4. **An applicant who intends to study must register for a minimum of twelve (12) semester hours per semester, unless the Director of Human Resources grants an exception.** After the sabbatical has been completed, the employee shall present to the Director of Human Resources adequate verification of the work or experience completed.
 5. An applicant who intends to pursue a program other than formal study must present a comprehensive proposed program. If the applicant is accepted for a sabbatical leave, the approved program can be changed only by written consent of the Director of Human Resources prior to July 1 of the sabbatical year. After the sabbatical has been completed, the teacher shall present to Human Resources adequate verification of program completion.
 6. An employee on sabbatical leave half of a school year (or for a full school year) will be paid by the Board at 50% of the salary rate which the employee would have received had the employee remained on active duty, provided that such employee agrees to return to employment with FCPS for a period of one (1) year. Should the employee not return to service with FCPS, the employee will be required to refund the salary granted for sabbatical leave.
 7. Upon return from sabbatical leave, an employee will be placed on the salary schedule at the level in which he/she would have achieved had the employee remained actively employed in the system during the period of absence.
 8. Tuition reimbursement shall be available to any person on a sabbatical who has not had thirty-six (36) semester hours of prior course work reimbursed and who meets the following criteria:
 - a. The employee holds a Standard Professional Certificate (SPC) and incurs tuition costs in a program leading to the Advanced Professional Certificate (APC), a Master's degree, a Board of Education approved Doctorate, or an additional endorsement to the SPC in a teaching area declared to be a critical shortage by the Director of Human Resources;
 - b. The maximum number of semester hours reimbursed shall be twelve (12) per year;
 - c. Courses and programs must be approved by the Human Resources Department prior to enrollment;
 - d. Professional personnel holding an APC who have not received reimbursement for the maximum thirty-six (36) credits available are eligible to request reimbursement for additional graduate level coursework up to the maximum thirty-six (36) credits and up to three (3) credits per year in order to meet certification requirements; and
 - e. Tuition reimbursement for administrators will be processed in accordance with the *Negotiated Agreement* between the Board of Education and FCASA.