



Application for Sabbatical Leave Support Staff

Human Resources

Clear Form

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

Form 003-F19
October 2024

Name:
Employee ID:
Position:
Worksite:
Number Years Employed by FCPS:
Year of Previous Sabbatical If Applicable:
Requesting Sabbatical for: <input type="checkbox"/> Jul 2025-Dec 2025 only <input type="checkbox"/> Jan 2026-Jun 2026 only <input type="checkbox"/> Jul 2025-Jun 2026
Salary Option (select only one): <input type="checkbox"/> 50% of Salary full year of Sabbatical <input type="checkbox"/> 100% of Salary for Sabbatical for only the time of the student teaching. <small>Details regarding salary options are in sections F, G, and H below</small>

College/university you plan on attending	
Anticipated program of study	
Total # credits enrolling in during sabbatical pd	
Anticipated program completion date	
Independent study/research –specify topic	

Additional information for consideration

I hereby make application for sabbatical leave for the school year 2025 -2026 in accordance with the policy and regulations noted with this application.

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

I will return to employment with 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 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 on your plans for the sabbatical year.

<p align="center">Please return the application by March 1, 2025 to: SENIOR HUMAN RESOURCES MANAGER, Support Talent Acquisition and Relations 191 South East Street Frederick, Maryland 21701</p>
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**Proposed Coursework Approval Form
Sabbatical Leave (Support)
2025-2026**

Name: _____

Signature: _____

Direction on processing sabbatical leave is found in the *Negotiated Agreement between FASSE and the Board of Education*.

Please provide a listing of the coursework you plan to take for your sabbatical year. An applicant who intends to study must register for a minimum of 12 semester hours per semester unless an exception is granted by the executive director of human resources. If you are taking less than 12 credit hours each term, provide a description of the planned alternative activity.

FALL SEMESTER 2025		
Institution	Course Title	Semester Hours
SPRING SEMESTER 2026		
Institution	Course Title	Semester Hours

Tuition reimbursement shall be available to any educational support employee on a sabbatical that has not received the maximum reimbursement for the fiscal year and who meets the following criteria:

- a. The educational support employee should submit this Proposed Coursework Approval form to the Senior Human Resources Manager, Support Talent Acquisition and Relations for approval of course work prior to enrollment.
- b. The maximum reimbursement for the fiscal year shall not exceed \$3,500.
- c. Tuition reimbursement for educational support employees will be processed as described in Article 8.3 of the Non-Supervisory Support Employee Unit Negotiated Agreement.

Return document to Robert W. Wedge, Human Resources by March 1, 2025

SABBATICAL LEAVE

- A. The purpose of sabbatical leave is to enable an educational support employee to pursue an activity that would benefit the school system in obtaining teacher certification.
- B. Upon recommendation of the Superintendent, sabbatical leave will be granted up to seven (7) applicants per year based on funding available. Requests for sabbatical leave must be received in writing by the Superintendent by March 1 of the preceding year for which the leave is requested. All applications will receive equal consideration regardless of when submitted within the above time frame.
- C. No applicant with an unsatisfactory rating on the prior year's evaluation will be considered.
- D. To be eligible, an educational support employee must have completed five (5) full years of active service in the Frederick County school system. An educational support employee who has completed a sabbatical will be considered only after applicants who have not had a sabbatical.
- E. An applicant who intends to study must register for a minimum of 12 semester hours per semester or equivalent hours pertaining to certification of said position, unless an exception is granted by the executive director of human resources. When the sabbatical is completed, the educational support employee shall present to the executive director of human resources adequate verification of the work or experience completed.
- F. An educational support employee on sabbatical leave for either one-half of the school year or for the full school year, will be paid by the Board at 50% of the salary rate which the employee would have received if the employee had remained on active duty provided that the educational support employee agrees to return to employment with the Frederick County Public School system for a period of one (1) year. Should the educational support employee not return to the service of the Board, the educational support employee will be required to refund the salary granted for the sabbatical leave.
- G. Upon return from sabbatical leave, the educational support employee will be placed on the salary schedule at the level which the educational support employee would have achieved had the employee remained actively employed in the school system during the period of absence.
- H. If an employee is taking sabbatical leave solely for the purpose of student teaching/internship, the sabbatical leave would only be for the duration of the student teaching/internship. For this instance, the employee will be paid 100% of their salary rate, and their current support position will be held. When the student teaching/internship is completed the employee would return to their current position.

**FREDERICK COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES
REQUEST FOR SABBATICAL LEAVE FOR THE 2025-2026 SCHOOL YEAR**