

**SABBATICAL LEAVE OF ABSENCE POLICY**

Certificated employees of School District 193, Mountain Home, Idaho, shall be eligible to apply for a Sabbatical Leave of Absence for one or two semesters in accordance with the following provisions:

1. Eight (8) years continuous professional service in School District No. 193, Mountain Home, Idaho. A leave of absence granted by the School Board will not be counted as a year of professional service, but this period of time will not break the continuous service clause.
2. Certificated employees granted and having completed a Sabbatical Leave of Absence shall not be eligible to apply for another Sabbatical Leave of Absence until completing an additional eight (8) years of continuous service within School District No. 193, Mountain Home, Idaho.
3. Certificated employees granted a Sabbatical Leave of Absence shall receive one-half (½) of one semester's salary as per placement on the certified salary schedule adopted by the Board of Trustees, School District No. 193, Mountain Home, Idaho.
4. A Sabbatical Leave of Absence shall be used to further education at a university/college in the employee's major or minor subject, or to prepare for certification in another educational field, or study-tour, or research in the educational area of the certified employee.
5. A total of two (2) semesters will be available in the form of one full year, or three semesters with the three-semester status holding priority.
6. Interim placement professional employee must be qualified, certified, and under contract during the absence of the employee on a Sabbatical Leave of Absence.
7. Requests for Sabbatical Leave shall be submitted, in writing and on a District Sabbatical Leave of Application Form, prior to March 1 of each year to the District's Sabbatical Leave of Absence Committee. The certificated employee shall include with his/her application a recommendation from his/her building principal or director when appropriate.
8. The Sabbatical Leave of Absence Committee, School District No. 193, Mountain Home, Idaho, shall, within thirty (30) days following the deadline for the receipt of such applications, screen any such applications and immediately forward the applications to the office of the Superintendent of School District No. 193, Mountain Home, Idaho, with a list of reasons justifying their recommendation. The recommendation must be for approval or disapproval and must be in the order of selection.
9. Certificated employees must agree to return to service in School District No. 193, Mountain Home, Idaho, for at least two (2) years immediately following the Sabbatical Leave of Absence. Failure to return to School District No. 193 after completing a Sabbatical Leave of Absence shall be cause for the employee to repay School District No. 193, Mountain Home, Idaho, the amount of salary paid to the employee during the Sabbatical Leave of Absence. Legal and/or court fees incurred due to failure to comply with the terms of the Sabbatical Leave of Absence Policy shall be borne by the individual in question.

In cases where an unforeseen and uncontrollable event occurs in which the employee cannot fulfill the required two (2) years (e.g., the person’s spouse being transferred to a different location), the case may be appealed to the Sabbatical Leave of Absence Committee. The Sabbatical Leave of Absence Committee shall review the case and make its recommendation to the Superintendent of Schools, School District No. 193, Mountain Home, Idaho.

10. If the certificated employee, once he/she has been granted and has accepted a Sabbatical Leave of Absence, finds it necessary to change his/her plans then he/she shall notify the Superintendent and the Representative Organization and receive the approval of both before any changes shall be authorized. If the certified employee has a change of mind after a replacement has been contracted, the Sabbatical Leave shall be voided, and the employee may return to his/her position following the time for which the Sabbatical Leave has been granted.
11. Certificated employees granted a Sabbatical Leave of Absence should not advance on the experience step of the School District No. 193, Mountain Home, Idaho certified salary schedule.
12. The employee returning from a Sabbatical Leave of Absence will have the option of returning to the same position or applying for some other vacant position in the District for which they are qualified and certificated.
13. The cost of the Sabbatical Leave of Absence Program, including the cost of the interim replacement employee (long-term substitute) shall be a line item under Substitute Account Code and under the Building Account Code, and shall be a part of the funds budgeted for certified employee’s salaries, School District No. 193, Mountain Home, Idaho.
14. The employee returning from a Sabbatical Leave of Absence shall submit a comprehensive written report to the Superintendent of Schools, School District No. 193, Mountain Home, Idaho. The report shall be submitted within forty-five (45) school days after the employee's return to work and shall include items of information pertaining to their program of study; i.e., transcript(s) of all college/university credit, research documents, etc.
15. The certificated employee on a Sabbatical Leave of Absence shall have the option to continue all health and accident insurance coverage available to School District No. 193 employees at the individual’s expense.
16. A joint Sabbatical Leave of Absence Committee shall be established with equal representation appointed by the Board of Trustees and the Representative Organization to develop guidelines for approval of study program, nomination and recommendations of candidates and additional operational procedures.
17. All operational procedures in addition to the above provisions shall be approved by the Board of Trustees, School District No. 193, Mountain Home, Idaho.

**ADOPTED:** August 9, 1977  
Reviewed: January 20, 2009  
Revised: December 15, 2020

Revised: August 15, 1978  
Reviewed: November 19, 2013

Revised: June 15, 2004  
Reviewed: December 15, 2015