

**STATE OF CONNECTICUT
P-3B BARGAINING UNIT**

**APPLICATION FOR SABBATICAL LEAVE
FOR THE _____ SCHOOL YEAR**

NAME: _____ AGENCY: _____
JOB TITLE: _____ 10, 11, OR 12 MONTH: _____
WORK LOCATION: _____ WORK TELEPHONE: _____
HOME ADDRESS: _____ HOME TELEPHONE: _____
DATE OF LAST (CONTINUOUS) HIRE IN STATE SERVICE: _____
YEARS OF CONTINUOUS STATE SERVICE: _____

SABBATICAL PERIOD REQUESTED:

FALL (5 MONTH)
SPRING (5 MONTH)

REGULAR SCHOOL YEAR (10 MONTH)
SUMMER (2 MONTH)

DO YOU WISH TO BE CONSIDERED FOR A DIFFERENT PERIOD? _YES NO

PURPOSE OF REQUESTED SABBATICAL LEAVE:

COLLEGE/UNIVERSITY TO ATTEND:

ARE YOU CURRENTLY ATTENDING: _____ CURRENTLY ACCEPTED: _____

DEGREE/CERTIFICATION OR PLANNED PROGRAM BEING SOUGHT: _____

NUMBER OF CREDITS THAT WILL BE RECEIVED DURING THE LEAVE:

WILL DEGREE/CERTIFICATION BE COMPLETED DURING THE LEAVE?

IF NOT, WHEN?

CURRENT DEGREES: _____

CURRENT CERTIFICATION(S) HELD, IF ANY:

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NAME: _____ AGENCY: _____

Provide a summary of the reasons why you wish to be considered for sabbatical leave, including a description of the plan of study you wish to pursue, the institution of higher education, and the expected benefit to your employer and you. (Additional pages and other supplementary material may be attached if necessary to complete this description.)

Signature of Employee

Date

AGENCY RECOMMENDATIONS:

Yes ___ No ___ Comments:

Signature of Supervisor

Job Title

Date

Yes ___ No ___ Comments:

Signature of Agency Designee

Job Title

Date

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SABBATICAL LEAVE CRITERIA

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To be eligible for sabbatical leave, an employee should be a full-time permanent employee and must have a minimum of seven years of continuous State service prior to the effective date of the sabbatical.

Sabbatical leaves may be requested for periods of ten months for the regular school year, for five months for the spring or fall half of the school year, or for two months for the summer session.

The P-3B Contract also specifies the following requirements for sabbatical leave applicants:

1. The sabbatical leave shall be for professional improvement designed to benefit the State of Connecticut.
2. Each applicant is required to present a proposed written plan of study or a project, the successful completion of which will provide benefit both to the candidate and to the employer.
3. Leave will not be granted for a program that will result only in the completion of teacher certification requirements for employees required to have and maintain such certification.
4. Each recipient of sabbatical leave is obligated to return to the employer for two years of service.
5. Each recipient must take at least 12 credits per semester or its equivalent.
6. Upon completion of sabbatical leave, the recipient shall submit to the appointing authority a written report concerning the work completed while on leave.

The following are among the aspects of each request which the sabbatical selection committee considers:

1. The value of the program to the agency and to the employee. The program should be in the employee's field and should enhance professional growth and effectiveness in areas related to an employee's work.
2. The recommendations of the supervisor and the agency management designee(s).
3. Acceptance of the employee in the program described in the application. The employee should include the name of the school and dates of prior attendance, if any, as well as dates of anticipated attendance.
4. Prior educational or professional development efforts made by the employee.
5. Any reasons why the proposed program can better be accomplished through sabbatical leave rather than through evening courses.
6. The degree of interest, as evidenced by the thought and effort present in the application.