

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCCAF: PM

SABBATICAL LEAVE - CERTIFIED

The Board may grant up to a one (1) year sabbatical leave of absence to any certified employee who has completed seven (7) continuous years of service in the district for the purpose of additional education in an accredited institution or for any other purpose the Board believes to be in the best interest of the district.

Applications for a sabbatical leave shall be made, in writing, to the superintendent not later than April 15 and shall set forth in detail the purpose of the leave.

Such employee granted such leave shall notify the Board, in writing, no later than April 15 of said employee's intention to return to employment for the ensuing year or the position will be declared open.

If granted, a certified employee on sabbatical leave shall receive one-fourth (1/4) his/her regular salary, or pro-rated portion thereof if the leave is for less than one (1) year. Such payment shall be made when the individual entitled thereto reports for duty at the beginning of a new contract term and shall be paid for the period in which he/she complies with the terms of the sabbatical leave granted.

Adopted: 6/16/98