


**SABBATICAL LEAVE REQUEST FOR**  
 \_\_\_\_\_ **School Year**  
**(CERTIFICATED ADMINISTRATORS)**

**HUMAN RESOURCES DIVISION**  
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A Sabbatical Leave of Absence of one (1) year duration may be granted for completion of an advanced program of study in the employee's area of specialization or an allied employment field. Please refer to Article 11.2 of the 2007-2011 WCSD/WSPA Negotiated Agreement (attached) before completing this form.  
 Application Deadline: \_\_\_\_\_. **Incomplete applications will not be considered.**

**Please note: Per NRS 286.495(5): "A member receives full credit while on sabbatical leave if the public employer certifies that the compensation and contributions reported for the member are the same as if he were employed full-time. If the employer does not so certify, the member receives credit in the proportion that his actual compensation bears to his previous compensation. No member may receive less credit under this section than was provided under law in force when the credit was earned." Based on NRS 286.495(5), an employee approved for a sabbatical leave will only receive one-half PERS service credit for their scheduled contract, i.e., one-half year of service credit if the employee works full-time, or one-quarter year service credit if the employee works half-time.**

Name: \_\_\_\_\_ Employee ID # E000 \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Number of Consecutive Years with WCSD: \_\_\_\_\_

Please attach the following:

- A description of the advanced course of study for which the sabbatical leave is requested, including the specific classes to be taken (department, class number & title, if possible)
- Confirmation of formal acceptance into an advanced study program
- A description of how the sabbatical leave will benefit the Washoe County School District

I wish to be paid while on sabbatical leave:  No  
 Yes (If yes, a surety bond will be required; please refer to Article 11.2.5 of the Negotiated Agreement)

I hereby request a sabbatical leave during the \_\_\_\_\_ school year, and agree to the provisions of Article 11.2 of the 2007-2011 WCSD/WSPA Negotiated Agreement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sabbatical Leave Committee Recommendation:** This Sabbatical Leave Request is  **Approved**  **Denied**

Committee Chair Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**WCSD/WSPA NEGOTIATED AGREEMENT  
2007-2011**

11.2 SABBATICAL LEAVE

- 11.2.1 Upon proper application and approval by the Assistant Superintendent of Human Resources, or her/his designee, a Sabbatical Leave of one (1) school year duration may be granted for completion of advanced program of study in the Administrator's area of specialization or an allied teaching field. The application requires:
- A description of the course of study for which the sabbatical leave is requested, including the specific classes to be taken (department, class number & title, if possible).
  - Confirmation of formal acceptance into an advanced study program; and
  - A description of how the sabbatical leave will benefit the District.
- 11.2.2 Members must have completed seven (7) consecutive years with District by September 1, of the year in which the leave is to commence, and must not have taken Sabbatical Leave during the preceding seven (7) years.
- 11.2.3 Members must apply by March 1, preceding the school year in which the Sabbatical Leave is to be taken, using forms developed by the Human Resources Office. They must substantiate the benefit of the Sabbatical Leave to the District and must describe the nature of the course of study.
- 11.2.4 If a member receives a grant, scholarship, fellowship, job study program, or other academic award after March 1, but not later than August 1, of the school year, the Assistant Superintendent of Human Resources, or her/his designee shall consider the request for Sabbatical Leave, provided the number of Administrators approved for Sabbatical Leave has not already exceeded the defined limit. The unit member will receive a written notification of the decision within ten (10) days.
- 11.2.5 The salary will be one-half (1/2) of the unit member's annual rate in effect during the Sabbatical Leave year. While on leave, the member shall furnish a surety bond indemnifying the District against loss in the event he fails to render the minimum service required after return from leave. If the member does not wish to furnish a surety bond, payment of Sabbatical Leave salary is to be made in twelve (12) monthly installments added to the salary received by the member during the year following the year in which the Sabbatical Leave is taken. That portion of the group medical insurance premium normally paid by the District shall be continued during the Sabbatical Leave, but no other employee benefits may be paid during the period of the Sabbatical Leave with the exception that up to one-half (1/2) of the Benefit Reserve Program (BRP) be paid. The Sabbatical Leave shall count for a year's experience, as if the Administrator were not on a leave of absence.
- Members must agree to return to the Washoe County School District for a minimum of two (2) school years following Sabbatical Leave and must submit a report, which includes transcripts, which describes and evaluates the Sabbatical Leave.
- 11.2.6 Members granted a Sabbatical Leave will return to duty at the same placement on the salary schedule as shown on the date leave was granted, unless they qualify for advancement. While assurances cannot be given the Administrators, every effort shall be made to place the Administrator in the same or a comparable assignment. He shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted.
- 11.2.7 A Sabbatical Leave committee appointed by the Association and the School District shall be established to review applications for Sabbatical Leave and make recommendations for approval or disapproval to the District.
- 11.2.8 Only one bargaining unit member may be granted Sabbatical Leave annually. If the sabbatical leave is not used in one year that allocation can be rolled over to the next year for a maximum of two (2) leaves able to be granted for bargaining unit members during any one year.