

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

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

NAME: _____ AGENCY: _____

JOB TITLE: _____ 10, 11 OR 12 MONTH: _____

WORK LOCATION: _____ WORK TELEPHONE: _____

HOME ADDRESS (STREET, CITY, ZIP): _____

_____ HOME TELEPHONE: _____

DATE OF LAST (CONTINUOUS) HIRE IN STATE SERVICE: _____

YEARS OF CONTINUOUS STATE SERVICE: _____

SABBATICAL PERIOD REQUESTED (INCLUDE STARTING & ENDING DATES OF COLLEGE TERM):

_____ REGULAR COLLEGE YEAR (UP TO 10 MONTH)	FROM _____ TO _____
_____ FALL SEMESTER (UP TO 5 MONTH)	FROM _____ TO _____
_____ SPRING SEMESTER (UP TO 5 MONTH)	FROM _____ TO _____
_____ SUMMER OR INTERIM SESSION (UP TO 2 MONTH)	FROM _____ TO _____

IF YOU WISH TO BE CONSIDERED FOR MORE THAN ONE PERIOD, PLEASE INDICATE & RANK.

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 ALREADY EARNED FOR THE DEGREE, CERT. OR PROGRAM: _____

NUMBER OF CREDITS THAT WILL BE RECEIVED DURING THE LEAVE: _____

WILL DEGREE/CERTIFICATION BE COMPLETED DURING THE LEAVE? _____

IF NOT, WHEN? _____

CURRENT DEGREE(S), IF ANY: _____

CURRENT CERTIFICATION(S) HELD, IF ANY: _____

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

SABBATICAL LEAVE CRITERIA

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 up to ten months for the two college semesters of the regular school year, for up to five months for the spring or fall college semester or for up to two months for the college summer or other interim 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 Leave 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 presented in the application.