



ARCHDIOCESE OF PHILADELPHIA

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

Telephone: 215-587-3734 • Secondary School System

GUIDELINES FOR SABBATICAL LEAVE

The Sabbatical Leave Committee formulated guidelines to assist them in their task of making recommendations to the Secretary for Catholic Education from applications submitted for Sabbatical Leave. The following are the guidelines developed by the Committee:

1. All teachers having completed their eighth (8th) year are entitled to apply to the Office of Catholic Education for Sabbatical Leave. A teacher who has received a Sabbatical Leave may only reapply after eight (8) additional years. (Article VI, Section 11a).
2. Sabbatical Leave shall be granted for not more than the period of one year, or less than one full semester beginning in September, 2013 (Article VI, Section 11e).
3. Teachers on Sabbatical Leave will accrue seniority for the period of the leave (Article VI, Section 11d).
4. Remuneration to the teachers who have been awarded a Sabbatical Leave shall be fifty percent (50%) of their annual salary if a full year of Sabbatical Leave is granted or twenty-five percent (25%) of their annual salary if a half year of Sabbatical Leave is granted. Remuneration to the teachers with twenty (20) or more years of service shall be seventy-five percent (75%) of their annual salary if a full year Sabbatical Leave is granted or thirty-seven and one-half percent (37 ½ %) of their annual salary if a half year of Sabbatical Leave is granted.

All other benefits provided for in the Agreement shall likewise accrue to the teachers. However, no sick or personal leave shall accumulate during the leave (Article VI, Section 11c).

5. Teachers who wish to apply for Sabbatical Leave must complete the form provided for this purpose. Teachers applying for a Sabbatical Leave are expected to use the leave in order to benefit themselves professionally, either through courses or by other means. All applications must include a detailed explanation of the applicant's plans and goals, and the way in which these will relate to his/her future teaching.
6. Teachers applying for Sabbatical Leave must submit their applications on or before **March 3, 2014** (Article VI, Section 11b).
7. The Committee must submit its recommendations to the Secretary for Catholic Education by **March 31** (Article VI, Section 11b).

The Secretary for Catholic Education shall select two (2) sabbatical from this list of candidates for sabbatical leave for the 2014-2015 school year (this sabbatical may be awarded for a complete school year, or two sabbaticals for the length of a semester each).

8. The teacher(s) who is (are) granted the Sabbatical Leave will be notified by **April 30** (Article VI, Section 11b).

Applications should be submitted to:
Sabbatical Leave Committee
Secondary School System
c/o Office of Catholic Education
222 North Seventeenth Street – 6th Floor
Philadelphia, PA 19103-1299
FAX: (215) 587-5644