

**REQUIREMENTS FOR SABBATICAL LEAVE FOR
PROFESSIONAL DEVELOPMENT**

-Please Remove Top Copy and Return Remaining Packet-

I. ELIGIBILITY

- A. The applicant must hold a valid Louisiana Teaching Certificate to be considered for leave.
- B. A teacher who works six (6) consecutive semesters is normally eligible for one (1) semester of sabbatical leave.
- C. A teacher who works for twelve (12) consecutive semesters is normally eligible for two (2) semesters of sabbatical leave.

II. REQUIREMENTS:

- A. Semester Hours
A teacher must earn six **(6) graduate hours** or nine **(9) undergraduate hours** during **each** semester of sabbatical leave. (*Note: These hours must be earned during the regular fall or spring semesters.*)
- B. Initial Report to Superintendent
A teacher granted a sabbatical leave must file an initial report of approximately one hundred words with the superintendent within the first thirty days of the semester wherein the name of the institution being attended and courses being pursued are listed. The Initial Report must be completed EACH semester of the leave.
- C. Final Report to Superintendent
The final report of 250 words indicating the manner in which the leave was spent must be accompanied by a TRANSCRIPT showing that the number of credit hours required has been at the institution specified.
- D. Please Note:
A teacher who has been granted a sabbatical leave cannot accept employment from any public or private elementary, middle, or secondary school in or out-of-state during the leave period.
This prohibition includes substitute teaching and/or any other employment by an elementary, middle or secondary school.

DEADLINE FOR SUBMISSION:

60 days prior to the start of the semester of leave

I have read the above requirements for sabbatical leave for professional development and understand that according to RS 17:1177 my program of study shall be credit hours that directly improve my skills and knowledge as a teacher and that failure to submit the reports and transcript as required by RS 17:1178 could result in me reimbursing the Cameron Parish School Board for salary earned while on this leave.

Signature

Date

APPLICANT COPY

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PERSONNEL DEPARTMENT COPY

APPLICATION FOR SABBATICAL LEAVE
UNDER LOUISIANA REVISED STATUTE
17:1170 et.seq.

PROFESSIONAL AND CULTURAL IMPROVEMENT

PLEASE PRINT OR TYPE

Name: _____ S. S. #: _____

E-Mail Address: _____

Mailing Address: _____

Phone #: _____

Assignment / (if teacher) Subject Area Taught

Location

List the consecutive semesters of active service in the Cameron Parish School System:

Have you ever been granted a retire-rehire? _____

Exact period for which leave is requested: _____

List the name(s) and address(es) of the educational institution(s) you will be attending and who can verify your attendance and status as a full-time student during the sabbatical leave.

Educational Institution(s)

Educational Institution(s) Address

Name of course(s) of study to be pursued, whether those course(s) are at the graduate or undergraduate level, and the number of semester hours of each:

If a formal course of study at a college or university is NOT contemplated, please describe the program of independent study, research, authorship, or investigation that will be pursued.

