



To: All Principals

From: James J. Molnar  
Human Resources Director

Subject: Sabbatical Leave Application

Date: February 1, 2019

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Please post the attached Guidelines for Sabbatical Leave and the Leave Application in the faculty room. An electronic version is also available on the Educator Portal <http://oceteachers.org/>

If you have any questions, please do not hesitate to contact me directly at 215-587-3976 or by email at [jmolnar@archphila.org](mailto:jmolnar@archphila.org).

Thank you.

Attachments [3 pages]

## 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 (8<sup>th</sup>) 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 nor less than one full semester beginning in September 2019 (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 (37½ %) 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 1** (Article VI, Section 11b).
7. The Committee must submit its recommendations to the Secretary for Catholic Education by **April 1** (Article VI, Section 11b).

The Secretary for Catholic Education shall select two (2) sabbaticals from this list of candidates for sabbatical leave for the 2019-2020 school year [two sabbaticals may be awarded for a complete school year, or four sabbaticals for the length of a semester each].

8. The teachers who are granted the Sabbatical Leave will be notified by **April 26** (Article VI, Section 11b).

Applications should be submitted to:  
Sabbatical Leave Committee  
Office of Catholic Education  
222 North Seventeenth Street – 6<sup>th</sup> Floor  
Philadelphia, PA 19103-1299  
FAX: (215) 933-5235 / EMAIL: [jmolnar@archphila.org](mailto:jmolnar@archphila.org)

**Archdiocese of Philadelphia  
Secondary School System**

**2019-2020 SABBATICAL LEAVE APPLICATION**

Date of Application: \_\_\_\_\_

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

School Presently Teaching: \_\_\_\_\_

Subject(s) Teaching: \_\_\_\_\_

Number of years employed in the Secondary School System: \_\_\_\_\_

Have you received a Sabbatical Leave in the past? \_\_\_\_\_

If yes, please state the year: \_\_\_\_\_

I am applying for a Sabbatical Leave for:

YES    NO   A YEAR   **OR**    YES    NO   A SEMESTER

I would accept a Sabbatical Leave for:

YES    NO   A YEAR   **OR**    YES    NO   A SEMESTER

**Educational Background:**

College or University: \_\_\_\_\_

Degree: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

