

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

PERSONNEL MEMORANDUM NO. 2 , 2014-2015

TO: All Superintendents, Executive Directors, Heads of Offices, Principals of All Day Schools, CFN Cluster Leaders, CFN Network Leaders and CFN HR Directors

FROM: Lawrence E. Becker *Lawrence E. Becker*
Chief Executive Officer, Division of Human Resources

SUBJECT: SABBATICAL LEAVES OF ABSENCE FOR UNITED FEDERATION OF TEACHERS (UFT) and COUNCIL OF SUPERVISORS AND ADMINISTRATORS (CSA) - EFFECTIVE FEBRUARY 1, 2015 THROUGH JULY 31, 2015

DATE: October 6, 2014

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SECTION I – UFT Sabbaticals

I. TIMELINE FOR UFT SABBATICAL LEAVE OF ABSENCE FOR STUDY (DUE DATES FOR SABBATICAL APPLICATIONS FOR STUDY)

****Note: Final determination of whether a sabbatical will be granted will not be determined until an administrative review of eligibility is completed by the Medical, Leaves and Records Administration. Approval by a Principal or Superintendent is not a final determination.**

Spring 2015 Sabbaticals (Eight Credits Required) Application Dates:

October 6, 2014	Application period open.
October 24, 2014	Final date for employee to submit application via SOLAS.
October 31, 2014	Final date for Principal's recommendation to Superintendent in SOLAS.
November 14, 2014	Final date in SOLAS for Superintendent to inform employee if (a) coursework is not rigorous and job-related and/or (b) taking of the sabbatical will create a hardship for the school. All communications will be handled via SOLAS.
November 21, 2014	Final date in SOLAS for employee to resubmit coursework to Superintendent, if applicable.
December 5, 2014	If applicable, Superintendent informs employee in SOLAS that resubmitted coursework is not rigorous, job-related or if taking the sabbatical will cause a hardship.
December 5, 2014	Final date for Superintendent's determination in SOLAS.

II. GENERAL GUIDELINES – SPRING ELIGIBILITY REQUIREMENTS

A. REGULAR SABBATICAL LEAVE FOR STUDY

- Teachers who are regularly appointed will be eligible to request a sabbatical leave. Eligible employees with seven (7) years of appointed service are eligible to request a six (6) month sabbatical. Substitute service cannot be used.
- Elementary school teachers are not eligible for six month study sabbatical. Non-classroom teachers are not eligible for six month study sabbatical.
- All courses for study sabbatical and the project selected for the educational research project must be job-related courses. In addition, the project must be significantly rigorous and must have evident links that translate into improved instructional delivery of content to students. Elementary school teachers must include courses or complete a project that promotes growth in a range of potential assignments, except where the Superintendent determines that a concentrated program of study or project is appropriate. Programs or projects devoted exclusively to literacy are acceptable for all elementary school teachers.
- Courses taken in a foreign country must be at a college or university that is accredited in that country and must be courses that are approved by the New York State Education Department (SED). The employee must include evidence of accreditation with his/her sabbatical application.
- Course descriptions of all sabbatical coursework or the project must be attached to the application, including the number of credits awarded for each course.
- **On-line and weekend courses are not acceptable. The majority of courses in each semester must be taken during normal Department of Education school hours when employee would otherwise be on duty.**
- The Superintendent will review the course-work or project submitted to determine whether it is rigorous, and job-related based upon the above criteria. If the Superintendent determines that the coursework or project fails the criteria, the determination of the Superintendent will be communicated via DOE email to the employee. The employee will then have one (1) week to resubmit by uploading the coursework or project via SOLAS. If the coursework or project is still not acceptable to the Superintendent, the Superintendent should deny the application in SOLAS and HR Connect – Medical, Leaves & Records Administration will be notified.
- Changes to approved course work must be requested and approved by the Superintendent on the electronic Change of Approved Coursework Form available in SOLAS. The superintendent must review and make a determination. Please be reminded, all communications will be made in SOLAS using your DOE email address.
- Sabbaticals will not be granted if they cause a hardship in any department or subject area. The Superintendent will consult with the appropriate Human Resources Director at the Children’s First Network (“CFN”) to determine whether the particular school will be able to find a replacement for the employee taking the sabbatical. If the Superintendent determines that it is unlikely that the school will find a replacement, the sabbatical should be conditionally. The school should continue to search for a replacement for the employee even after the sabbatical has been denied.

In the event that the school finds a replacement, the employee shall be informed and given the opportunity to register for the same or substantially similar courses. Any course must still be job-related and rigorous.

- The sabbatical cap is 5% of the eligible faculty of any school or organizational unit and includes all sabbatical leaves, except special study sabbatical leaves to achieve state certification.
- School Secretaries, Laboratory Specialists and Technicians hired **before** July 1, 1985 are eligible for study and health sabbatical leaves. However, School Secretaries, Laboratory Specialists and Technicians hired **on or after** July 1, 1985 are eligible only for health sabbaticals (effective September 1, 2007).
- A teacher who has rescinded his/her resignation or retirement must provide at least three (3) years of service between the date of reinstatement from a resignation or retirement and the initial date of a subsequent sabbatical leave.

B. OTHER TYPES OF SABBATICAL LEAVES FOR STUDY

1. SPECIAL STUDY SABBATICALS TO ACHIEVE STATE CERTIFICATION

Teachers who are regularly appointed may apply for a special one year or six month sabbatical leave of absence for study to meet certification requirements for a license designated as a shortage area license.

ELIGIBILITY

Any employee applying for the special study sabbatical must meet all other requirements for State Certification. The only outstanding requirement must be the remaining 16 credits (or fewer) required to achieve state certification. However, a minimum of eight (8) credits are required for a six (6) month sabbatical (the list of current shortage areas appears below):

SHORTAGE LICENSE AREAS

Special sabbatical leave for study may be granted to complete certification in one of the following shortage license areas:

- **Deaf & Hard of Hearing** – Monolingual and Bilingual (In Bilingual, only Spanish)
- **Limited Vision** – Monolingual and Bilingual (In Bilingual, only Spanish)
- **Bilingual Special Education** – (Spanish and Haitian Creole)
- **Spanish** – Junior High & High Schools
- **Mathematics** - Junior High & High Schools
- **General Science** - Junior High Schools
- **Chemistry and General Science** - High Schools
- **Earth Science and General Science** - High Schools
- **Biology and General Science** - High Schools
- **Physics and General Science** - High Schools
- **Nursing** - High Schools
- **Bilingual Mathematics** – Junior High & Day High Schools
- **Bilingual Sciences** – Junior High & Day High Schools
- **Bilingual Social Studies** - – Junior High & Day High Schools
- **English** – Junior High & Day High Schools
- **Physical Education** – Junior High & Day High Schools
- **Special Education**
- **English as a Second Language** - Elementary and Secondary
- **Speech Improvement** - Monolingual and Bilingual (In Bilingual, only Spanish and Haitian Creole)

C. HARDSHIP PROVISION

Where the granting of a sabbatical leave for study would cause a hardship, the application should be denied.

APPLICATION REQUIREMENTS FOR SPECIAL STUDY SABBATICALS TO ACHIEVE CERTIFICATION

Employees will be required to provide a letter from the college or university that they are attending, or a statement from the New York State Education Department (SED) confirming that they have met all other requirements *except the remaining 16 or fewer academic credits needed to achieve certification*. Individuals awarded special study sabbaticals will be required to submit their documented proof of enrollment in an appropriate academic program at an accredited college or university. Documentation must be submitted prior to the commencement date of the sabbatical, confirming that the employee has registered for 16 credits for the entire school year or eight (8) credits for a semester.

OTHER PROVISIONS FOR SPECIAL STUDY SABBATICALS

- An individual who receives this special sabbatical leave of absence for study will commit to completing New York State Certification requirement and will accept an assignment to teach in the license area within the NYC Department of Education for a minimum of two (2) years.
- Special study sabbatical leaves are not subject to the 5% percent cap, but will count in determining eligibility for any future sabbatical.
- For State Certification in Mathematics, all coursework must relate to mathematics and mathematics instruction. For example, courses such as Understanding Numeracy, Problem Solving Techniques for Math Students, Math Analysis, Algebra or Statistics would relate to mathematics and mathematics instruction.
- The substitute service creditable toward sabbatical leave eligibility may be applied to a twelve month special sabbatical leave of absence for study. In addition, such substitute service, if otherwise creditable toward sabbatical leave eligibility, shall not be lost or diminished as a result of taking a six month special sabbatical leave of absence for study.

TUITION FORGIVENESS

The Department is reviewing funding sources for possible future tuition reimbursement. Should funds become available, it is anticipated that priority would be given to employees in shortage license areas.

DIVISION OF HUMAN RESOURCES ROLE IN THE SPECIAL STUDY SABBATICAL PROCESS

The Division of Human Resources will review applications and accompanying college or SED documentation submitted. Employees' service records will be reviewed to determine if they possess sufficient time to be eligible for sabbatical, that the employee has met all requirements *except* the 16 academic credits or less and that the study is in an area of license shortage.

2. EDUCATIONAL RESEARCH PROJECT

For either a six month or twelve month sabbatical for educational research, the employee must prepare and complete a research project in education that must be job-related, as set forth in Section I-A.

The employee must attach to each copy of the application:

- A copy of the proposed scope and subject of the research project, along with a proposed outline of procedures that will be followed and activities undertaken toward completion of the project.
- Separate approvals by the Principal and the Superintendent, in writing, that the research project is rigorous, educationally sound and job-related.

After the project has been completed, the employee must file a copy of the completed product of the research (e.g., research paper, book, film/video production, etc.) with the Principal, the Superintendent and HR Connect-Medical, Leaves and Records Administration.

D. RETURN FROM SABBATICAL LEAVE FOR STUDY REQUIREMENTS

All individuals must satisfy the following commitments, as applicable, or be liable for repayment of the salary for the sabbatical period to the NYC Department of Education:

- After completion of sabbaticals of six months, employees must return and perform a minimum of one (1) year of service in the NYC Department of Education.
- An individual who receives the special sabbatical leave of absence for study will commit to completing certification requirements and if they secure a new assignment to teach in the license area, that assignment will be for a minimum of two (2) years in the NYC Department of Education.
- Upon completion of the sabbatical, an official transcript or research project must be submitted to the Principal, Superintendent and HR Connect-Medical, Leaves & Records Administration.

Note: Failure to submit a transcript or research project may result in the leave being denied retroactively, and subsequent repayment of salary.

Waivers

Employees unable to return to work due to a medical incapacity, which developed after the commencement of the sabbatical, may apply for a waiver of sabbatical return. Waivers shall be reviewed by HR Connect – Medical Leaves & Records Administration on a case-by-case basis.

E. FILING AND PROCESSING INSTRUCTIONS

All parties associated with UFT sabbaticals must use the SOLAS (Self-Service Online Leave Application System)

Employees: <http://dhrnycaps.nycenet.edu/SOLAS/>

Principals: <http://dhrnycaps.nycenet.edu/LeaveBackOffice/>

Superintendents: <http://dhrnycaps.nycenet.edu/LeaveBackOffice/>

F. CALCULATION OF 5% CAP ON SABBATICALS

DHR will review applications for compliance with the contractual 5% sabbatical cap and will complete the Sabbatical Application Review Form to include with applications forwarded to the Division of Human Resources. Applications should also be included for those persons whose applications exceed the 5% percent cap of sabbaticals permitted.

To determine the total number of appointed staff to be utilized in calculating the 5% cap, all active teachers, including those currently on paid leaves of absence, are included. School Secretaries, Laboratory Specialists and Technicians appointed on or after July 1, 1985 are not included in the total number of staff for this purpose.

The sabbatical cap for Teachers of Speech Improvement is to be computed by using the total number of Teachers of Speech Improvement in each high school district.

III. GUIDELINES GOVERNING UFT SABBATICAL FOR RESTORATION OF HEALTH

A. RESTORATION OF HEALTH SABBATICALS

Employees for Restoration of Health sabbaticals must submit an online leave application in SOLAS (Self-Service Online Leave Application System – **SOLAS website:** <http://dhrnycaps.nycenet.edu/SOLAS>

SOLAS allows employees to upload supporting medical documents online or send via fax to HR Connect - Medical, Leaves & Records Administration – **SOLAS fax #: 718-935-5175.**

All SOLAS leave applications are subject to review for eligibility and completeness. HR Connect - Medical, Leaves and Records Administration will review the employee's application and will send a determination notification to the employee's DOE email address.

B. RESTORATION OF HEALTH SABBATICAL LEAVES - SIX MONTHS

Approval by HR Connect - Medical, Leaves and Records Administration is required for all Sabbaticals for Restoration of Health. Teachers who have fewer than 14 years of service may be eligible for a special sabbatical leave for Restoration of Health after seven years of service under regular appointment.

Special sabbatical leaves for Restoration of Health may be requested for a period of at least one month but fewer than six months if:

1. The employee must meet all the eligibility criteria for a six-month sabbatical for Restoration of Health.
2. Employees filing for a fewer than six months sabbatical must exhaust his/her Cumulative Absence Reserve (C.A.R.).
3. If the employee is returning prior to the expiration of the sabbatical, he/she must receive medical clearance from HR Connect- Medical, Leaves and Records Administration. The employee will return to his/her assignment in the school as soon as possible, but no later than the beginning of the next marking period following the date of return determined by HR Connect - Medical, Leaves & Records Administration.
4. After the sabbatical, the employee will be deemed to have exhausted years of service for sabbatical eligibility based upon the following formula: Calendar Days of Leave X 7 Years Divided by 180.
5. Special sabbatical leaves for Restoration of Health of fewer than six months shall fall within the 5% quota for all sabbaticals.

C. RETURN FROM SABBATICAL REQUIREMENTS

Effective for sabbatical leaves completed after July 1995, the individual must satisfy one of the following commitments, or be liable for repayment of the salary for the sabbatical period to the Department of Education:

- After completion of a full-year sabbatical leave, employees must return and perform a minimum of two (2) years of service in the NYC Department of Education.
- After completion of sabbaticals of six months, employees must return and perform a minimum of one (1) year of service in the NYC Department of Education.

Waivers

The enumerated provisions and obligations covering returns from sabbatical leave may be waived provided there are significant, prolonged medical reasons preventing an individual from returning to work. Requests for such a waiver must be made in writing, accompanied by recent medical documentation and/or reports and submitted to: HR Connect- Medical, Leaves & Records Administration.

SECTION II – CSA Sabbaticals

I. TIMELINE FOR CSA SPRING 2015 SABBATICALS (EIGHT CREDITS REQUIRED) APPLICATION DATES:

October 24, 2014	Final date for employees to submit applications to Principals.
October 31, 2014	Final date for Principals to submit all applications to their Superintendent.
November 14, 2014	Final date for Superintendent to inform employee if (a) coursework is not rigorous and job-related and/or (b) taking of the sabbatical will create a hardship for the school. The Superintendent should fax the entitled “DENIAL OF APPLICATION FOR CSA SABBATICAL LEAVE OF ABSENCE- COURSEWORK OR PROJECT FAILS CRITERIA” to the school on the day the form is dated, to ensure that the employee has a week to seek new courses or rewrite the project. All approved applications must be submitted to HR Connect – Medical Leaves & Records Administration.
November 21, 2014	Final date for employee resubmits coursework to Superintendent, if applicable.
December 1, 2014	If applicable, Superintendent informs employee that resubmitted coursework is not rigorous, job-related or if taking the sabbatical will cause a hardship.
December 5, 2014	All applications, approved or denied, must be forwarded for review of eligibility to HR Connect –Medical, Leaves & Records Administration.

II. GENERAL GUIDELINES – SPRING ELIGIBILITY REQUIREMENTS

A. ELIGIBILITY REQUIREMENTS

- Employees must be regularly appointed or properly selected acting supervisors covered by the agreement with the Council of Supervisors and Administrators (CSA), who have completed probation or acquired tenure in the license under which they are serving currently or in a previous supervisory license.
- Supervisors must complete at least ten years of service before they can take a sabbatical (including a maximum of three years of “sub time”). If the years of service (10, 14, 21, and 28) requirements are met, a supervisor can take a sabbatical up to four times.
- Education Administrators are not eligible for sabbatical leave of absence.

B. SABBATICAL LEAVE FOR STUDY

Eligible supervisors may apply for one of the following Sabbatical Leaves for Study:

1. Course Study
2. Doctoral Studies
3. Educational Research Project

Sabbatical leaves for study may be taken for a period of six (6) months. Employees must attach all supporting documentation to the sabbatical application.

Within the NYC Department of Education, no more than forty (40) supervisors covered by the agreement with the CSA may be on sabbatical leave during any given sabbatical period.

A six (6) month sabbatical for study or Restoration of Health granted under the CSA Agreement is compensated at the rate of 60% of salary.

C. RETURN FROM STUDY SABBATICAL LEAVE PROVISION

A supervisor who is granted a health or study sabbatical under the CSA Agreement must remain as a supervisor in the NYC Department of Education for three (3) years after return from leave.

A supervisor who is granted a study sabbatical leave under the CSA Agreement may apply to be released from this three year obligation if a serious illness or physical incapacity occurs. Requests for such a waiver must be made in writing, accompanied by appropriate recent medical documentation and submitted to HR Connect-Medical, Leaves and Records Administration.

III. GUIDELINES GOVERNING SABBATICAL FOR RESTORATION OF HEALTH

A. SABBATICAL LEAVE FOR RESTORATION OF HEALTH

Sabbatical leaves of absence for restoration of health for eligible supervisors require written approval by a DOE School Medical Inspector. A Confidential Medical Report (OP-407) must be submitted to HR Connect – Medical, Leaves & Records Administration, via fax 718-935-4350, by the employee’s physician. Employees must meet eligibility requirements for health sabbaticals.

B. FILING INSTRUCTIONS

Employees who are requesting a sabbatical leave of absence for Study or for Restoration of Health must complete the Application for CSA Sabbatical Leave of Absence (*Attachment #1*). The completed, signed applications should be forwarded to the employee’s immediate supervisor and Superintendent for approval. The Superintendent will forward all applications as indicated in section III below.

SECTION III - COMMUNICATIONS

I. CONTACT INFORMATION AND GENERAL INFORMATION

A. CHANCELLOR'S REGULATION C-650

[Chancellor's Regulation C-650](#) sets forth the rules governing sabbatical leave of absence applicable to all pedagogical personnel covered by the agreements between the Board of Education and the United Federation of Teachers and the Council of Supervisors and Administrators.

B. APPLICATION INFORMATION

- **All parties associated with UFT Sabbaticals must use the SOLAS (Self-Service Online Leave Application System)**

Employee: <http://dhrnycaps.nycenet.edu/SOLAS/>
Principal: <http://dhrnycaps.nycenet.edu/LeaveBackOffice/>
Superintendent: <http://dhrnycaps.nycenet.edu/LeaveBackOffice/>

- All applications for **CSA Study Sabbaticals** should be forwarded via email to:

Office of Supervisory Support Services
Attn: Adriane Washington
supvsupport@school.nyc.gov

- All **supporting documentation for CSA Medical Sabbaticals (OP 407)** should be forwarded to:

Medical, Leaves and Records Administration
Attn: Hubert Guscott
Fax # 718 935-4350

C. ATTACHMENTS

The following attachments are included in this memorandum:

- Attachment #1:** [Application for CSA Sabbatical Leave of Absence](#)
- Attachment #2:** [CSA – Change of Approved Coursework for Study Sabbatical](#)
- Attachment #3:** [Denial of application for CSA Sabbatical Leave of Absence Coursework or Project Fails Criteria](#)
- Attachment #4:** [Denial of Re-Application for CSA Sabbatical Leave of Absence](#)

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
OFFICE OF SUPERVISORY SUPPORT SERVICES
65 COURT STREET - ROOM 405 - BROOKLYN, NEW YORK 11201

APPLICATION FOR CSA SABBATICAL LEAVE OF ABSENCE
(For Restoration of Health or Study Purposes Only)

I hereby apply for SABBATICAL LEAVE OF ABSENCE for the purpose and period indicated:

Purpose _____ From _____ Through _____

IF FOR STUDY, PLEASE SPECIFY TYPE:

_____ COURSE STUDY _____ DOCTORAL _____ RESEARCH PROJECT

Employee Information:

Last Name _____ First Name _____ EIS No. _____

Address _____ City _____ State _____ Zip _____

License Area _____ Phone No. (_____) _____

Certification by Employee: In consideration of the grant of sabbatical leave for the purpose and period indicated, I hereby agree to deductions from my salary at the sabbatical rate prescribed by regulations for the period of such leave. I hereby signify my understanding that while I am on sabbatical leave, I may not engage in gainful employment or occupation nor may I study for another trade or profession. **I also signify my understanding that if I am granted a sabbatical leave for study or health under the CSA agreement, I must remain in the New York City public school system for three years after return from the leave** unless released from this obligation on account of prolonged, serious illness or physical incapacity.

Date Signed _____ Signature of Employee _____

Certification by Principal or Unit Head: The foregoing application was received no later than the due date established for sabbaticals beginning on the date shown.

Signature of Principal _____ Date Signed _____
(If other, give title)

Certification by the Superintendent or Executive Director: The foregoing application has been reviewed and is being forwarded for verification of eligibility. If for study, the prescribed study plan has been approved by me and the submissions required upon completion of the sabbatical leave will be checked to ensure compliance with requirements.

Signature _____ Date Signed _____

Title _____

For Division of Human Resources Use Only

APPROVED _____ DISAPPROVED _____

REASON FOR DISAPPROVAL: _____

Note: Final approval of application is not complete until administrative review of eligibility is completed by the Division of Human Resources

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CSA - CHANGE OF APPROVED COURSEWORK FOR STUDY SABBATICAL
 Addendum to Application

Last Name: _____ First Name: _____ EIS#: _____

SchoolName _____ CFN _____ District _____ Borough _____ School _____

Sabbatical Period: From _____ Through _____

APPROVED COURSEWORK

Spring 2015 -College/University	Title of Coursework	Time of Coursework	Course #	# of Credits

NEW COURSEWORK

Spring 2015 -College/University	Title of Coursework	Time of Coursework	Course #	# of Credits

Certification by the Superintendent or Executive Director: The prescribed study plan has been approved by me and the submissions required upon completion of the sabbatical leave will be checked to ensure compliance with requirements.

Signature: _____ **Title:** _____ **Date:** _____

Note: Please attach a copy of course description for the new courses added above.

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DENIAL OF APPLICATION FOR CSA SABBATICAL LEAVE OF ABSENCE
COURSEWORK OR PROJECT FAILS CRITERIA

DATE: _____

SPRING 2015: _____

NAME _____ EIS # _____

LICENSE _____

CFN _____ DISTRICT _____ BORO _____ SCHOOL _____

Dear Employee:

The Study Plan you submitted with your application for a Sabbatical Leave of Absence is denied for failure to meet rigorous and or job-related criteria established by the Chancellor. Please make the following changes:

If you would like to resubmit coursework or the project for reconsideration of this sabbatical, please ensure that the information is forwarded to my office by the close of business one week from the date of this letter.

Print Name

Signature of Superintendent

**THE NEW YORK CITY DEPARTMENT OF EDUCATION
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65 COURT STREET - ROOM 405 - BROOKLYN, NEW YORK 11201**

DENIAL OF RE-APPLICATION FOR CSA SABBATICAL LEAVE OF ABSENCE

DATE: _____

SPRING 2015: _____

NAME _____ FILE NO. _____

LICENSE _____

CFN _____ DISTRICT _____ BOROUGH _____ SCHOOL _____

Dear Employee:

Upon review of your resubmitted coursework or project, I conclude that your Sabbatical Leave of Absence is denied for failure to meet rigorous and or job-related criteria established by the Chancellor (details below):

Check here if taking of sabbatical would also cause a hardship to the school.

Print Name

Signature of Superintendent

Note: Final approval of application is not complete until administrative review of eligibility is completed by the Medical, Leaves & Records Administration Office.