

# GUIDELINES FOR THE GRANT OF SABBATICAL LEAVE

## 1. ELIGIBILITY

Sabbatical Leave may be granted to members of the Teaching Service for the purpose of undertaking academic/education study or research within the field of expertise of the person taking such leave and which must be relevant to the needs of the Teaching Service. It must also complement or support the respective training programs/plans of the Ministry of Education and the Tobago House of Assembly, subject to the following conditions:

- (i) All members of the Teaching Service must have completed 10 years full-time service and as such periods of leave without pay and periods of absence from duty without pay in the last 10 years shall be excluded in determining the full-time service for Sabbatical Leave.
- (ii) Sabbatical Leave is not intended for persons commencing the first year of a two year or three year program, it is specifically designed for persons wishing to complete their study programs or research work, which must be completed within the period of leave granted.
- (iii) Sabbatical Leave may be granted for a period of up to one academic year that is, 1 to 3 school terms.
- (iv) While on Sabbatical Leave a member of the Teaching Service shall be paid fifty-five Percent (55%) of his/her salary and the period of Sabbatical Leave shall count for pension purposes.

## 2. APPLICATION PROCEDURE

- (a) Eligible officers must submit their application in triplicate on the prescribed form with all supporting documents as detailed below:
  - (i) In the case of **Principals**, applications must be submitted to the **School Supervisor** who shall complete section 4 of the application form and return a signed copy to the Principal.
  - (ii) **Teachers** must send their applications through the **Principal** who shall complete Section 4 of the application form and return a signed copy to the teacher.
- (b) Supporting documents should include the following:
  - (i) Proposal
  - (ii) Curriculum Vitae
  - (iii) Letter of acceptance from appropriate institution
  - (iv) Proof of funding (financial statement/s indicating how you would maintain yourself and/or finance the programme).

The **proposal** document as mentioned above should include:

- ❖ Necessary details to enable its merits to be evaluated.
- ❖ A description of the details and specific purpose of the leave.
- ❖ A statement on how the Sabbatical Leave would benefit the individual and the school/education system.
- ❖ When and where the individuals will carry out the activities.
- ❖ The proposed period and a schedule of the Sabbatical study including a time line which shows when the work will be done.

All completed applications should be submitted no later than **14<sup>th</sup> March, 2008** to the Permanent Secretary, Ministry of Education (**Benefits Administration Section**). In the case of Tobago, applications should be submitted to the **School Supervisor's III Office**.

### 3. **PROCESSING PROCEDURE**

- (i) Benefits Administration Section shall acknowledge receipt of all applications.
- (ii) All completed applications for Sabbatical Leave shall be considered by a committee comprising representatives of the Ministry of Education, Ministry of Science, Technology and Tertiary Education, TTUTA and Tobago House of Assembly.

### 4. **CONDITIONS OF AWARD**

- (i) A maximum of eighty (80) teachers (seventy-two) (72) from Trinidad and eight (8) from Tobago, shall be granted Sabbatical Leave at any one time.
- (ii) Successful candidates will be required to enter into a **contract** with the Ministry of Education which requires successful candidates to serve a period of **obligatory** Service, in accordance with the policy in force or **repay** any compensation received during the Sabbatical Leave.
- (iii) A written report outlining all accomplishments during the Sabbatical Leave must be submitted within 3 months after the teachers' return to the Teaching Service.
- (iv) A member of the Teaching Service may not use the period of Sabbatical Leave to accept other paid employment.