

*Cornerstone Montessori Elementary School*

**Staff Sabbatical Leave of Absence Policy**

**Staff Sabbatical Leave of Absence (1 school year and 2 school years):**

Cornerstone Montessori Elementary School (CMES) shall provide a sabbatical for employees to provide personal or professional growth opportunities for one or two years according to the following provisions:

1. The school board must approve proposed leaves. One staff member per year may be granted leave depending on circumstances. In order to be granted a one-year leave, the employee must have five (5) years of service with CMES. In order to be granted a two-year leave, the employee must have ten (10) years of service with Cornerstone Montessori Elementary School. If two staff members request leave for the same year, the employee who has not taken a Sabbatical Leave of Absence in the last five years will be given priority. If neither employee has taken a Sabbatical Leave of Absence, the employee with a longer tenure at CMES will be given priority.
2. Requests must be submitted in writing to the Head of School. Requests for such leave must be made as follows: leaves may only occur for a complete school year; staff must give notice of a leave by March 1st with approval by the board by May 1st.
3. Leave will be unpaid. While on leave, there will be no increased move on the salary schedule, although there will be no interruption of continuous career service.
4. While on leave, sick/personal days will not accrue, although all previously earned sick/personal days will be frozen. Any staff member on long-term leave is not eligible for employer-paid benefits but is eligible for COBRA benefits up to 18 months.
5. Staff returning from an approved leave of absence shall be returned to a position with comparable duties, number of hours and pay to the position they held prior to the leave. It is not guaranteed that the staff member will be returned to the same position they held prior to the leave.
6. Any staff member on long-term leave must on or before February 1 commit to return or resign beginning the following school year.

**Legal References:** Minn. Stat. § 122A.46 (Extended Leaves of Absence)

**Approved:** June 21, 2022