



FAQ'S FOR THE LEAVE SECTION of MLB

1. WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR A SABBATICAL?

Seven years of appointed service are required for a six (6) month sabbatical.
Fourteen (14) years of appointed service are required for a one (1) year sabbatical.
You may use up to three (3) years of substitute service to add up to the 14 year requirement.

2. WHERE CAN I GET A SABBATICAL APPLICATION?

To download the application for a sabbatical (OP8) go to the Human Resources Forms area on the website. You may also obtain an application from your school or Regional Operation Center (ROC).

3. TO WHOM SHOULD I SUBMIT MY SABBATICAL APPLICATION AND WHAT HAPPENS NEXT?

Submit your OP8 Sabbatical Application to your principal for approval. The application will be forwarded to the Local Instructional Superintendent (LIS) for signature. It will then be forwarded to MLB for review to determine eligibility. If your sabbatical application is for health reasons you will also need to submit an OP407 to MLB. This application does not need to go through your school or LIS.

4. HOW DO I INQUIRE AS TO THE STATUS OF MY SABBATICAL?

You can contact the Medical, Leaves and Benefits Office (MLB) at 718 935-5224. They will assist you in determining the status of your application.

5. I WANT TO REQUEST A WAIVER TO WORK WHILE ON A STUDY SABBATICAL?

You must submit a request letter to MLB and include proof of having worked in that position for the last three (3) years.

6. WHEN I RETURN TO WORK FROM A SABBATICAL, HOW MUCH TIME MUST I SERVE?

After completing a one (1) year sabbatical, you are required to serve for two (2) years. After completing a six (6) month sabbatical, you are required to serve for one (1) year.

7. **HOW DO I APPLY FOR A WAIVER NOT TO RETURN TO WORK AFTER A MEDICAL SABBATICAL?**

You must submit a letter of request to the Medical Director of MLB and include supporting medical documentation.

8. **WHAT PERCENTAGE OF MY SALARY WILL I RECEIVE WHILE I AM ON A SABBATICAL?**

You will receive 60% of your salary for a medical sabbatical granted for less than one (1) year and 70% for a medical sabbatical granted for one (1) year. You will receive 70% of your salary for a study sabbatical.

9. **WHO/WHAT DETERMINES WHAT COURSEWORK I CAN TAKE?**

Your LIS is responsible for approving your sabbatical coursework. The criteria is based on your coursework being job related and substantially rigorous.

10. **HOW DO I APPLY FOR A MEDICAL LEAVE WITHOUT PAY?**

Regularly appointed teachers and supervisors may obtain application forms OP160 and OP407 from the forms area of the Human Resources website. Forms are also available at your school. After filling them out, the OP160 should be submitted to your principal for signature and the OP407 should be submitted to MLB with supporting medical documentation.

11. **HOW DO I INQUIRE AS TO THE STATUS OF MY MEDICAL LEAVE WITHOUT PAY?**

You can contact the Medical, Leaves & Benefits Office at 718 935-5224. They will assist you in determining the status of your leave application.