**Section 1501.802 Sabbatical Leave**

Any Board of Trustees policy providing for sabbatical leave for its employees shall contain the following provisions:

a) A statement of purpose and/or objectives;

b) A description of the types of leaves (e.g., professional development, project, exchange) that may be granted;

c) A statement of employee eligibility;

d) A procedure for making application;

e) A listing of criteria used in evaluating applications;

f) A procedure for selection;

g) A statement of limitations concerning the granting of leave (e.g., how many employees in a given year and subject to what, if any, financial limitations);

h) A schedule of compensation, if any, to be granted and for what period;

i) A statement of employee obligations (e.g., reporting requirements, returning to work after the leave); and

j) Other conditions the Board believes may affect the employee-employer relationship as a result of a leave being granted.

(Source: Amended at 42 Ill. Reg. 18869, effective October 3, 2018)