



SABBATICAL/PROFESSIONAL IMPROVEMENT LEAVE FOR CERTIFICATED EMPLOYEES - INSTRUCTIONS/CRITERIA

DOE OTM 100-001Ins

Last Revised: 10/30/2018

Former DOE Form(s): DOE OHR 100-001Ins
DEPARTMENT OF EDUCATION
Office of Talent Management
Employee Records and Transactions Section
P.O. Box 2360 Honolulu, HI 96804

Criteria for selection of sabbatical leave or professional improvement.

A. BENEFIT TO THE DEPARTMENT

The degree to which the proposed program of study is of value to the Department.

B. RELATIONSHIP

Relationship is defined as the degree of relevancy of the proposed program of study to the certified employee's job assignment/ career goals in education and/or administration.

C. INVOLVEMENT

Involvement is the degree to which the certificated employee is committed to a planned program of study.

D. SENIORITY

Years of service as a certificated employee from the last completed Sabbatical Leave or Professional Improvement Leave with Pay.

IMPORTANT

Applicants may obtain the Criteria/Rating Scale from the Office of Talent Management, Employee Records and Transactions Section, Certificated Transactions Unit. A review of the applicable regulations and consultation with appropriate personnel (e.g., principal, educational specialist, college professor, etc.) who will assist the applicant in the preparation of the proposed program of study will also be performed. Applications submitted shall adhere to the deadline as established.