

# CIRCULAR MEMORANDUM

E: 27/2/14

Circular No: 23

**FROM:** Permanent Secretary  
Ministry of Education

**TO:** All Heads of Divisions, Schools Supervisors,  
Principals and Chief Administrator, THA

**DATED:** April 02, 2013

**SUBJECT:** Grant of Sabbatical Leave to Members of the Teaching Service

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Attached for your information and guidance is a copy of the Policy Guidelines for the grant of Sabbatical Leave for the academic year 2013/2014.

2. Heads of Divisions, Schools Supervisors and Principals are asked to note that acceptance of the applications for consideration is dependent on adherence to the procedures and time frames contained in the said guidelines.

3. Application forms for the grant of Sabbatical Leave for the academic year 2013/2014 are available at all Education District Offices and the Ministry's website [www.moe.gov.tt](http://www.moe.gov.tt). Completed applications **must** be submitted directly to the **Permanent Secretary, Ministry of Education, Attention: Director of Human Resource (Secondary) or Director of Human Resource (Primary) as applicable**, no later than **April 30, 2013**.

4. Heads of Divisions, Schools Supervisors and Principals are therefore required to bring this Circular Memorandum and the attached guidelines to the attention of all members of the Teaching Service and to obtain their signatures thereto as evidence that the Circular Memorandum and the attached guidelines have been seen.

.....*J. Rangian*.....  
/f/ Permanent Secretary  
Ministry of Education

c.c. General Secretary, TTUTA  
Secretary, Boards of Management  
Secretary, APSS  
Secretary, APASS

# 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/educational 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 programmes/plans of the Ministry of Education and/or 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 (2) year or three (3) year programme. **It is specifically designed for persons wishing to complete their study programmes 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 (1) academic year **only** that is, one (1) to three (3) school terms.
- (iv) While on Sabbatical Leave a member of the Teaching Service shall be paid fifty-five percent (55%) on his/her substantive 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) A 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 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.

**Principals** must submit their applications through their School Supervisors who shall complete Section 4 of the application form and return a signed copy to the Principal.

**Teachers** must submit their applications through their Principals who shall complete Section 4 of the application form and return a signed copy to the teacher.

### 3. PROCESSING PROCEDURE

- (i) The Secondary or Primary 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.
- (iii) Successful candidates will be notified in writing by July 2013.

### 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 engage in 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 **three (3) months** after the teacher's 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.

### 5. DEADLINE FOR SUBMISSION OF APPLICATIONS

All completed application forms must be submitted directly to the **Permanent Secretary, Ministry of Education (Secondary or Primary Section), 18 Alexandra Street, St. Clair**, and in the case of Tobago, the **Office of the School Supervisor III, Tobago Education Office, Milford Road, Scarborough, Tobago**, no later than **April, 2013**.

# MINISTRY OF EDUCATION

## Application for Sabbatical Leave

1. (a) NAME: .....

SCHOOL: .....

POSITION: ..... DISTRICT: .....

DATE OF BIRTH: .....

DATE OF ENTRY INTO TEACHING SERVICE: .....

PERIOD DESIRED: FROM ..... TO .....

2. (a) PURPOSE OF LEAVE: .....

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(b) INSTITUTION AT WHICH SABBATICAL LEAVE WILL BE UNDERTAKEN

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(c) AT WHICH STAGE OF THE PROGRAMME ARE YOU CURRENTLY?  
(Please provide documentary evidence).

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(d) HOW WILL THE PROGRAMME BE FUNDED? (Please provide documentary evidence). Please refer to No. 2 (b) (iv) of the Sabbatical Leave Guidelines.

(e) A BRIEF STATEMENT ON HOW THIS PROGRAMME WOULD BENEFIT YOU,  
THE SCHOOL AND THE EDUCATION SYSTEM.

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3. PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ATTACHED BY  
PLACING A TICK AFTER EACH IN THE BOXES PROVIDED

☐ PROPOSAL

☐ CURRICULUM VITAE

## FOR OFFICIAL USE ONLY

### 4. RECOMMENDATION OF PRINCIPAL/SCHOOL SUPERVISOR

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- ❖ If application is a teacher-only the principal's comments are required, and the application should be forwarded directly to the Benefits Administration Section.
- ❖ If applicant is a Vice Principal the Principal's and School Supervisor III's comments are required and the application should be forwarded directly to the Benefits Administration Section.
- ❖ If applicant is a Principal the School Supervisor III's comments are required and the application should be forwarded directly to the Benefits Administration Section.