

# CIRCULAR MEMORANDUM

**E: 27/2/14**

**Circular No: 4**

**FROM** : Permanent Secretary  
Ministry of Education

**TO** : All Principals of Government and Government Assisted Schools at  
Primary and Secondary Levels in the Republic of Trinidad and Tobago

**DATE** : March 07, 2022

**SUBJECT** : **Grant of Sabbatical Leave to Members of the Teaching Service  
2022/2023**


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Applications are invited from members of the Teaching Service for the grant of Sabbatical Leave for the academic year 2022/2023.

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 2022/2023 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 Resources (Secondary or Primary)**; and in the case of Tobago, **The Office of the School Supervisor III, Tobago Education Office, Milford Road, Scarborough, Tobago** no later than **May 06, 2022**.

4. Schools Supervisors and Principals (Primary and Secondary) are therefore required to bring this Circular Memorandum and the attached guidelines to the attention of all members of the Teaching Service via email.

  
Permanent Secretary  
Ministry of Education

**c.c. General Secretary, TTUTA**  
**Secretary, Boards of Management**  
**Secretary, APSS**  
**Secretary, APASS**  
**Chief Administrator, THA**

# GUIDELINES FOR THE GRANT OF SABBATICAL LEAVE IN KEEPING WITH REGULATION 46 (A) OF THE EDUCATION ACT OF TRINIDAD AND TOBAGO

## 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 ten (10) years full-time service and as such periods of leave without pay and periods of absence from duty without pay in the last ten (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 year or three 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%) of 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.
- ❖ A statement on how the Sabbatical Leave would benefit the individual and the school/education system.
- ❖ When and where the individual will carry out the research activities.

- ❖ The proposed period and a schedule of the Sabbatical study including a time line which shows when the work will be done.

**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, TTUTA and Tobago House of Assembly.
- (iii) Successful candidates will be notified in writing by the end of June 2022.

### 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 and Primary Section) 5 St. Vincent Street , Port-Of-Spain**, and in the case of Tobago, the **Office of the School Supervisor III, Tobago Education Office, Milford Road, Scarborough, Tobago**, no later than **May 06, 2022**.