



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
UNIT 29649 BOX 7000  
APO AE 09096**

June 14, 2005

MEMORANDUM FOR SUPERINTENDENTS AND PRINCIPALS, DODDS-E

SUBJECT: Standard Operating Procedures (SOP) for Processing Educational Leave Program Requests

A. PURPOSE: To establish procedures for the processing of requests for Educational Leave Programs, including, Educational Leave Without Pay (ELWOP), Sabbatical Leave, and Administrative Reemployment Rights (ARR) Program.

B. APPLICABILITY: This applies to all Department of Defense Dependents Schools-Europe TP Staff and Administrators.

C. ELIGIBILITY: To be eligible for ELWOP and ARR and Sabbatical Leave, an employee must be a permanent professional educator or administrator, who has completed the last 7 consecutive years of service with DoDEA, have an acceptable rating on their last performance appraisal. Applicants must have also completed 5 consecutive years of DoDEA service since the last participation in the Educational Leave Program. Consecutive years of DoDEA service when counted will include the end of the school year in which the applicant is selected.

D. PROCEDURES:

1. In coordination with the Director, DoDDS-E, The Human Resources Office (HRO), DoDDS-E will determine the programs that will be offered. After making the determination, the program announcements (attached) will be sent to administrators and TP staff. The announcements will include the leave program application (attached), and a fact sheet describing the provisions and benefits relative to each program (attached).
2. Interested administrators and TP Staff will complete the application. Applications should promote the DoDEA Community Strategic Plan and the national education goals. Applications should also outline the specific courses to be taken. The completed applications should be submitted to the HRO by the date specified in the announcement.

3. Once applications are received, the selection panel consisting of three (3) members from the Education Division will meet to evaluate applications and to make selections. Applications will be evaluated based upon the quality and extent of the program of study and the value of the program to DoDDS.
4. After selections are made, the HRO will send notifications (samples attached) to applicants that have been selected to participate in the program. The notification will include either an ELWOP agreement (attached) or an ARR agreement (attached) depending upon for which program the applicant was selected.
5. After receiving notification of selection to participate, the selectee must complete either the ELWOP agreement or the ARR agreement and submit it to the appropriate Human Resources Specialist by the established suspense date, normally in March. While on ELWOP, Sabbatical Leave, or ARR, the selectee must forward official transcripts to the HRO on a periodic basis (e.g. at the end of each quarter or semester) verifying that he/she is working toward the completion of program goals. The selectee must notify the appropriate Human Resources Specialist by certified or registered mail by the established date of his/her intent to return to DoDDS.
6. After receiving notification of the selectee's intent to return, the HRO, in conjunction with the Staffing Section, DoDEA will determine vacancies that exist within DoDDS-E. Participants may be placed in any position within DoDDS.
7. Attached are suggested time-lines and sample letters.

E. EFFECTIVE DATE: The effective date of this SOP is August 1, 2005 for Educator Leave beginning in SY 2006-2007.



Diana J. Ohman  
Director, DoDDS-Europe

Attachments:  
As stated

## Suggested Timelines

Program Announcements sent to Administrators and Educators:  
Last week of October or first week of November

Applications due to DoDDS-E:  
Last week of November

Selection Panel convenes:  
First week of December

Selection notifications sent to applicants:  
Second week of December

Applicants' submission of signed ELWOP or ARR Agreement:  
Last week of March

Applicants' submission of U.S. contact information:  
Last week of May

Applicants' submission of Notice of Intent to Return:  
Last week of November (year following acceptance of program)

Applicants' submission of official transcripts verifying work toward the completion of program goals:  
At the end of each quarter, semester, or other appropriate academic period

Placements/Transfers of employees returning:  
February/March (DoDDS-E Transfer Program).

Applicant submission of official documentation of satisfactory program completion:  
No later than June XX