

Palmyra Area School District

No. 338

Section: ADMINISTRATIVE EMPLOYEES

Title: SABBATICAL LEAVE OF ABSENCE

Adopted: November 13, 2003

Revised: January 11, 2007,
February 10, 2011

1. Guidelines
SC 1166
SC 1171

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a. General Guidelines

A. Types of Sabbatical Leaves

1. Restoration of Health
2. Professional Development
3. Other purposes, at the discretion of the Board of School Directors

B. Eligibility

An employee shall be eligible for a Sabbatical Leave of Absence when he/she has completed ten (10) years of satisfactory service as a professional employee in the public schools of Pennsylvania. At least five (5) consecutive years of service shall have been in the Palmyra Area School District. Thereafter, an employee shall again become eligible for a sabbatical leave of absence after each seven (7) years of service.

C. Duration

1. Half a school term (one semester)
2. A full school term (two semesters)

D. Request for Sabbatical Leave of Absence

Each employee desiring a Sabbatical Leave of Absence shall submit a Request for Sabbatical Leave of Absence to the Superintendent.

E. Approval

A Sabbatical Leave of Absence shall become effective when approved by the Board of School Directors of the Palmyra Area School District, consistent with policy and law.

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SC 1171	<p>F. <u>Change in Type or Length of Leave</u></p> <p>An employee wishing to change: 1) the type of leave, or 2) the length of the leave shall request approval from the Board of Directors of the Palmyra Area School District.</p> <p>G. <u>Reports During Leave</u></p> <p>Each employee shall submit a brief written report to the Superintendent no later than the last day of each month during the period of leave. The reports shall be in sufficient detail to permit the Superintendent to determine whether the employee is using the leave for the purpose for which it was granted.</p> <p>Each employee, other than those on sabbatical for restoration of health, shall present a report to the Board of Directors during a Board Curriculum meeting, explaining the benefits and application to student learning and the District.</p>
SC 1168	<p>H. <u>Return to Service</u></p> <p>No leave of absence shall be granted unless such person shall agree to return to his or her employment with the School District for a period of not less than one (1) full school year immediately following such leave of absence.</p> <p>I. <u>Resignation or Failure to Return to Employment</u></p> <p>If the employee shall resign or shall fail to return to his/her employment, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which he/she would have been entitled including all monies paid to the employee during the leave including contributions paid by the District on behalf of the employee to the Retirement System, Social Security, Medical-Dental-Life Insurance, Disability, Eye Care, (Prescription Drug).</p> <p>J. <u>Non-Compliance</u></p> <p>If the employee shall fail to use the leave (or any portion thereof) for the purpose for which it was granted, the Board of Directors shall have the right to terminate payment during the leave or to require the forfeiture of all or a portion of the monies paid to him/her during this period including contributions paid by the District on behalf of the employee to the Retirement System, Social Security, Medical-Dental, Life Insurance, Disability, Eye Care (Prescription Drug).</p>

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<p>II. Specific Guidelines</p>	<p>Compensable employment which interferes with, or which reasonably may be perceived to interfere with the purpose for which the leave was granted, may not be engaged in while the employee is on sabbatical leave.</p> <p>Nothing in this policy shall prevent any person on sabbatical leave of absence from receiving a grant for further study from any institution of learning.</p> <p>K. <u>Compliance with Law</u></p> <p>In the event there shall be any conflict between these Sabbatical Leave of Absence Regulations and provisions of the Public School Code, as amended, the Public School Code shall in all respects prevail.</p> <p>A. <u>Sabbatical Leave of Absence for Restoration of Health</u></p> <p>1. Personal Physician's Statement</p> <p>a. The employee shall submit a written statement from his/her physician verifying that the leave is medically necessary for the restoration of the employee's health and containing:</p> <p>a) a description of the present state of the employee's health, and b) the nature and extent of any medical treatment which he/she will receive during the period of the leave.</p> <p>b. The employee shall periodically submit to the Superintendent progress reports from his or her physician, as reasonably requested by the Board of School Directors</p> <p>c. The Board of School Directors reserves the right to require medical examination(s) and verification(s) by a mutually agreed to physician(s) from an employee requesting or on leave for restoration of health, at the expense of the school district.</p> <p>2. Return to Service</p> <p>Before the employee returns to service, a physician shall certify in writing that the employee is fully able to perform all duties required by the District.</p> <p>B. <u>Sabbatical Leave of Absence for Professional Development</u></p> <p>1. Objectives</p> <p>a. A leave of absence for professional development shall be directly related to the professional responsibilities</p>
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as determined by the Board of School Directors and shall be restricted to activities required by regulations of the State Board of Education and by the laws of this Commonwealth for a professional certificate or commission or improve professional competency.

- b. The Study Program shall, a) improve the employee's professional skills in his/her present position, and/or b) enable the employee to qualify for another certificate or professional position in the District.
- c. All requests for such leave of absence are subject to review and authorization by the Board of School Directors, which shall have sole authority to adopt and enforce policy establishing the conditions for approval of such leaves.

2. Modification of Plan

The approved written study plan may be modified with the prior written approval of the Superintendent and the Board of School Directors.

3. Requests

- a. An employee requesting a leave of absence for Professional Development shall submit to the Board of School Directors a detailed plan describing the professional development activities to be undertaken. The request shall include a statement of the objectives of his/her planned Professional Development Program. The employee shall indicate the potential educational value of the leave to himself/herself and the District. The Board may approve or reject the plan, consistent with the policy.
- b. Requests for Leaves of Absence for Professional Development effective the first or second semester must be presented in writing to the Superintendent no later than the previous March

4. Comprehensive Reports

- a. Each employee who has been absent on a Sabbatical Leave of Absence for Professional Development shall submit to the Superintendent, no later than one month after the leave ends, a comprehensive written report describing the educational aspects of the leave as they relate to the stated objectives, and providing satisfactory evidence that the employee's approved plan for professional development was fully complied with during the leave of absence. If the employee fails to do so,

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<p>III. Selection & Priority</p>	<p>unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the absence for professional development.</p> <p>b. Each employee shall present a report to the Board of Directors during a Board Curriculum meeting, explaining the benefits and application to student learning and the District.</p> <p>5. Verification of Study Program</p> <p>a. The Study Program shall be verified in advance by official written communication with the accredited college or university, indicating the courses to be pursued, where such can be reasonably obtained. If such official written communication cannot be reasonably obtained, then other documentation of the courses shall be provided. At the end of the semester (or trimester, quarter or term as may be applicable), a transcript indicating completion of the work undertaken determined by the institution's minimum requirements for credit.</p> <p>6. Requirements for Professional Development Leave</p> <p>a. At a minimum for a half school term, a leave of absence for professional development shall consist of any of the following or a combination thereof: nine (9) or more graduate credits, twelve (12) or more undergraduate credits, one hundred eighty (180) hours of professional development activities. At a minimum for a full school term, a leave of absence for professional development shall consist of any of the following or a combination thereof: eighteen (18) or more graduate credits, twenty-four (24) or more undergraduate credits, three hundred sixty (360) hours of professional development activities.</p> <p>A. The Board's approval or rejection of a request for sabbatical leave shall be based on a determination whether the request complies with this policy and applicable law.</p> <p>B.</p> <p>1. The Board shall decide in each case whether or not the purpose of the application presented is responsible and proper for which sabbatical leaves may be granted.</p> <p>2. Applications for sabbatical leave for the purpose of restoration of health will be given first preference.</p> <p>3. The Board shall consider the merit of each application</p>
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	<p>and the extent to which the activities during the leave of absence will benefit the individual's performance in the fulfillment of his/her employment obligations. If, in the opinion of the Board, an application is of outstanding merit, it may be given preference over other applications except those for restoration of health.</p> <ol style="list-style-type: none">4. With the above exceptions, applications shall be given preference according to the years of service to the Palmyra Area School District since the previous sabbatical leave of the applicant.5. Upon selection, any employee not fulfilling the obligations specified or implied in this policy will be subject to denial or withdrawal of sabbatical leave benefits as determined by the Board. <p>C. The above sabbatical leave policies are based on the requirements currently set forth in the Pennsylvania School Code, as amended. If such statutory requirements are changed, so that the Employer is not required to grant such sabbaticals, or may limit or restrict such sabbaticals, then it is understood that the Employer may institute such changes consistent with the statute granting such changes.</p>
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