

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
1/15/09	4519R5 of 6/13/88	338.1

Title: Sabbatical Leave for Administrative and Professional Staff

Purpose: This policy emphasizes aspects of legal requirements in regard to sabbatical leaves of absence from regular employment at partial pay for professional development or restoration of health for administrative and professional staff.

This document, Index No. 338.1, replaces the previous Index No. 4519R5.

Authority: Pennsylvania Public School Code §§ 11-1166 through 11-1171.

Policy: Eligibility

1. An employee shall have completed ten years of satisfactory service in the public schools of Pennsylvania; at least five consecutive years of such service shall be in Pennsbury. Subsequent to the first compensated leave, one compensated leave shall be allowed after each seven full years of service.
2. A sabbatical leave may be taken for a half or full school term or two half school terms during a period of two school years.
3. The total number of administrative staff on sabbatical leave at any one time shall not exceed ten percent of the number of eligible administrative staff. The total number of professional staff on sabbatical leave at any one time shall not exceed ten percent of the number of eligible professional staff.
4. Applications for leaves of absence shall be given preference, according to the years of service since the previous sabbatical leave of the applicant.

5. The School Board shall review each application for sabbatical leave. Approval by the School Board is required for all sabbatical leaves.

Employee Responsibility

1. The employee must return to active duty in Pennsbury immediately following the sabbatical leave for one full school term unless physically or mentally unable to do so.
2. If the employee fails to return to employment as required by this policy, 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 Policy and the Pennsylvania Public School Code for the period of the leave. If such employee resigns or fails to return to his employment as required by this Policy, the amount contributed by the school district under section 1170 of the Pennsylvania Public School Code to the Public School Employees Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the School District.
3. An employee granted a sabbatical leave for restoration of health shall not engage in any employment or enterprise inimical to the health condition which necessitated the sabbatical.

Pennsbury Responsibility

1. At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be re-instated in the same position held at the time of the granting of the leave.
2. Time on sabbatical shall be counted as time on the job for purposes of seniority where applicable in the School District and for retirement fund purposes.

Compensation

1. During the period of sabbatical leave, an employee shall be compensated at one-half the salary to which he/she would have been entitled had the employee not taken leave.
2. While on leave, the administrator or professional staff member shall be entitled to insurance benefits that he/she would have otherwise been entitled to as a full time employee.

Reasons for Sabbatical Leave

Restoration of Health:

1. Requests for such sabbatical leave shall be submitted and forwarded with medical documentation to the Chief Executive Officer or Superintendent as soon as possible.
2. At both the approximate mid-point of the leave and at least 30 days prior to the conclusion of the leave, a physician's statement shall be submitted to the Chief Executive Officer indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.
3. The School Board reserves the right to require, at its own expense, additional examinations and reports by physicians of its choice to determine the validity of the leave request and to determine the employee's ability to return to work.

Professional Development Leave:

1. Requests for professional development sabbatical leaves shall be submitted to the Chief Executive Officer or Superintendent prior to March 1 of the current school year for half year or full year sabbatical leaves to be taken during the following school year.
2. All requests for leave of absence for professional development are subject to the review and authorization by the Board of School Directors. The Board has the sole authority to enforce this Policy establishing the conditions for approval of such leaves. The employee requesting a leave of absence for professional development shall submit to the Board a detailed plan describing the professional development activities to be undertaken. The plan may be approved or rejected by the Board.
3. There are three options:
 - a. Pursue college course work. The employee must, at a minimum, complete nine graduate credits or twelve undergraduate credits for a half year sabbatical. For a full year sabbatical, the employee must complete 18 graduate credits or 24 undergraduate credits.
 - b. Participate in professional development activities. The employee must, at a minimum, complete 180 hours of professional development activities for a half year sabbatical or 360 hours for a full year.

- c. Combination of college course work and professional development activities. The employee must, at a minimum, complete 180 hours for a half year or 360 hours for a full year. (1 graduate credit = 20 hours; 1 undergraduate credit = 15 hours)
4. All requests for sabbatical leave for professional development shall be directly related to the professional responsibilities of the employee 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 to improve professional competency.
5. Progress reports must be submitted. One report is to be submitted at mid term of the leave to the Director of Human Resources. A similar report is to be submitted within 30 days after the conclusion of the leave in which the employee shall provide satisfactory evidence that the employee's approved plan for professional development was fully complied with during the leave of absence. Should the purpose of the leave be to pursue college coursework, the report must include submission of an official college transcript verifying the completion of the college course work. Should the purpose of the leave be to participate in professional development activities, the report must include verification from a person of authority that you have participated and completed the activities.
6. If the employee fails to provide satisfactory evidence that the employee's approved plan for professional development was fully complied with during the leave of absence, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which the employee would have been entitled to under the provisions of the sabbatical leave law for the period of the absence.

Responsible

Administrator: Director, Human Resources