

collective bargaining agreement must be met, and, in addition, the following;

- i. With regard to a sabbatical leave of absence for restoration of health, the employee's health care provider must certify that the employee is unable to perform the essential functions of his or her job with or without reasonable accommodations as defined in Applicable Law.
- ii. Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the School District, or as the Board may require, and upon the recommendation of the Superintendent.

b. The Superintendent annually shall prepare a list of colleges and universities and specific graduate courses that are related to the educational needs of the District for the purposes a professional development leave. If an employee seeks to attend a college or university that is not on the list or to take courses that are not on the list, the Superintendent shall review the material submitted to ensure that the academic program is sufficiently rigorous. Only properly credentialed colleges and universities will be approved.

4. Reasons to Deny a Sabbatical Leave of Absence or a Professional Development Leave of Absence. A leave of absence under this policy may be denied for any one or more of the following reasons:

- a. The employee has failed to submit required paperwork;
- b. The employee is not qualified for a leave of absence under this Policy;
- c. The requirements of this Policy, Applicable Law, applicable collective bargaining agreement, applicable administrative compensation or applicable contract have not been met; or
- d. The total number of employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.
 - i. If more than ten percent (10%) of the number of eligible employees request a leave of absence under this policy and are entitled to take such a leave, the leaves will be approved on a first-come, first-served basis.

<p>2. Guidelines</p> <p>24 P.S. § 11-1166</p>	<p><u>Length of Sabbatical Leave of Absence.</u></p> <ol style="list-style-type: none"> 1. <u>Generally.</u> A sabbatical leave for restoration of health or professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option. 2. <u>Special Provisions Regarding Restoration of Health.</u> Because health conditions may arise during school that require a leave to begin at a time other than the start of a school term or school year, the School District will approve a sabbatical leave of absence for restoration of health that must begin during a school year or school term if requested by the employee and the employee is unable to perform his or her job with or without reasonable accommodations as defined in Applicable Law; provided, however, that the leave must end at the end of the term or year, as applicable. Having requested and accepted a sabbatical leave of absence that begins at a time other than the start of a term or year, the employee agrees that the sabbatical shall be deemed to have been for a full term or year, as applicable, for purposes of eligibility to the next sabbatical leave for restoration of health or professional development. <p><u>Application</u></p> <p>Applications for sabbatical leave shall be submitted on the approved district form and forwarded with the documentation required by the School District. The request must be submitted to the Director of Human Resources and to the Superintendent. The Superintendent shall make the appropriate recommendation to the Board.</p> <p>The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and Applicable Law.</p> <p><u>Documentation and School District's Review of Application</u></p> <p>Applicants for sabbatical leave shall submit with the application documentation as follows:</p> <ol style="list-style-type: none"> 1. With regard to an application for a sabbatical leave of absence for restoration of health, the following terms and conditions apply: <ol style="list-style-type: none"> a. The employee shall submit an application on the District form providing the required information; b. The employee shall submit a medical note or certification stating: <ol style="list-style-type: none"> i. that the employee cannot perform the essential functions of his or her job with or without reasonable accommodations; and ii. when the employee will be able to return to work, with or without
---	---

	<p>reasonable accommodations.</p> <ul style="list-style-type: none">c. The School District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is medically necessary.d. The School District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work. <p>2. With regard to an application for a professional development leave, the following terms and conditions apply:</p> <ul style="list-style-type: none">a. Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the School District. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.b. The Board may at any time require additional information from the employee in order to assist the Board in determining whether the leave is being used for the purpose for which it was granted.c. The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:<ul style="list-style-type: none">i. Nine (9) graduate credits.ii. Twelve (12) undergraduate credits.iii. One hundred eighty (180) hours of professional development activities.d. The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:<ul style="list-style-type: none">i. Eighteen (18) graduate credits.ii. Twenty-four (24) undergraduate credits.iii. Three hundred sixty (360) hours of professional development activities.e. Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all
--	---

<p>SC 1171</p>	<p>courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p> <p>f. Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p> <p>3. With regard to a classroom occupational exchange leave, the following terms and conditions apply:</p> <p>a. Application. Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent, Including the following:</p> <p>i. Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p> <p><u>Employee’s Duties During and Following Sabbatical Leave of Absence.</u></p> <p>1. Acceptance of a sabbatical leave or professional development leave includes a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless physically or mentally unable to do so.</p> <p>2. A sabbatical leave shall also serve as a leave of absence without pay from all other school activities.</p> <p>3. Compensable employment may not be engaged in while the employee is on sabbatical leave.</p> <p>4. Upon return from a leave for professional development or occupational exchange, the employee shall submit no later than the end of the first full month back to work Board a comprehensive report detailing the work experience and its benefits. Upon request, the employee shall provide training to applicable staff based on what was learned by the employee.</p> <p>References:</p>
----------------	---

338. SABBATICAL LEAVE - Pg. 6

	School Code – 24 P.S. §§11-1166, 11-1167, 11-1168, 11-1169, 11-1170, 11-1171
--	--