

MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SABBATICAL/PROFESSIONAL
DEVELOPMENT LEAVE

ADOPTED: January 11, 2012

REVISED:

338. SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE	
1. Authority	<p>This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health and professional development leaves to certificated administrative and professional employees.</p>
SC 1166, 1166.1	<p>The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health, professional development, and for other purposes at the discretion of the Board.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p>
SC 1166.1	<p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.</p>
2. Definition SC 1166.1	<p>Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law.</p>
3. Guidelines	<p><u>Eligibility</u></p>
SC 1166	<p>To qualify for sabbatical or professional development leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.</p>
SC 1166	<p>A sabbatical or professional development leave 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.</p>

SC 1167	<p>The total number of administrative employees on sabbatical or professional development leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical or professional development leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p>
	<p>SABBATICAL LEAVE FOR RESTORATION OF HEALTH</p>
	<p><u>Application</u></p>
	<p>Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.</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</u></p>
	<p>Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician.</p>
SC 1171	<p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, 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.</p>
SC 1171	<p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.</p>
	<p><u>Commitment Of Employee</u></p>
SC 1168	<p>Acceptance of a sabbatical leave incurs 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>The Board 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>

	<p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 1170 Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 1169 During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification</p> <p>SC 1166 A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p> <p>Compensable employment may not be engaged in while the employee is on sabbatical leave.</p> <p style="text-align: center;">PROFESSIONAL DEVELOPMENT LEAVE</p> <p><u>Application</u></p> <p>SC 1166.1 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.</p> <p>Requests for professional development leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent prior to May 1 preceding the year for which such leave is requested.</p>
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	<p><u>Documentation</u></p>
<p>SC 1166.1</p>	<p>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.</p>
<p>SC 1171</p>	<p>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.</p>
<p>SC 1166.1</p>	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Nine (9) graduate credits. 2. Twelve (12) undergraduate credits. 3. One hundred eighty (180) hours of professional development activities.
<p>SC 1166.1</p>	<p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Eighteen (18) graduate credits. 2. Twenty-four (24) undergraduate credits. 3. Three hundred sixty (360) hours of professional development activities.
<p>SC 1166.1, 1171</p>	<p>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 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>SC 1166.1, 1171</p>	<p>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</p>

	<p>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><u>Commitment Of Employee</u></p> <p>SC 1166.1, 1168 Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability. Failure to return will result in forfeiture of all benefits/compensation during the period of leave.</p> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the professional development leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 1170 Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 1169 During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification</p> <p>SC 1166 A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p> <p>Compensable employment may not be engaged in while the employee is on professional development leave.</p> <p>References: School Code – 24 P.S. Sec. 1166, 1166.1, 1167, 1168, 1169, 1170, 1171 Act 66 of 1996</p>
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