



SECTION: 304

TITLE: SABBATICAL LEAVE AND LEAVES OF ABSENCE

# NESHAMINY SCHOOL DISTRICT

|    |                |  |    |
|----|----------------|--|----|
| 1  | I.             | Any certified employee who has completed ten years of satisfactory service         | 1  |
| 2  | QUALIFICATIONS | in Pennsylvania, at least five consecutive years in this school district, shall be | 2  |
| 3  |                | entitled to a leave of absence for professional development, a sabbatical leave    | 3  |
| 4  |                | for restoration of health, or a leave of absence to acquire practical work         | 4  |
| 5  |                | experience in accordance with the Laws of Pennsylvania.                            | 5  |
| 6  |                | Thereafter, one leave of absence or sabbatical leave shall be allowed after        | 6  |
| 7  |                | each seven years of service.   | 7  |
| 8  |                |  | 8  |
| 9  | II. BENEFITS   | The person on leave of absence or sabbatical leave shall receive one-half of       | 9  |
| 10 |                | his or her regular salary and any other benefits mandated by law.                  | 10 |
| 11 |                |  | 11 |
| 12 | III. GENERAL   | Leaves shall be granted for one-half school term or one full school term.          | 12 |
| 13 | REQUIREMENTS   | Not more than 10% of the total certified staff shall be on leave at one time.      | 13 |
| 14 |                | An agreement to return to employment in the District shall be required in          | 14 |
| 15 |                | accordance with The School Laws of Pennsylvania.                                   | 15 |
| 16 |                | Requests for a leave of absence or sabbatical leave must be made within a          | 16 |
| 17 |                | reasonable amount of time preceding said leave. This will allow time for           | 17 |
| 18 |                | review by the Superintendent or his designee.                                      | 18 |
| 19 |                |  | 19 |
| 20 | IV.            | A prospectus prepared by the person applying for leave shall be presented to       | 20 |
| 21 | PROFESSIONAL   | the Superintendent at least two full months before the proposed date of leave.     | 21 |
| 22 | DEVELOPMENT    | Reports based on the prospectus as presented shall be required quarterly by        | 22 |
| 23 | LEAVE          | the District Superintendent.   | 23 |
| 24 |                | For professional development leaves, reports must demonstrate the                  | 24 |
| 25 |                | relationship between professional development activities and existing              | 25 |
| 26 |                | curriculum instruction and/or other job related duties.                            | 26 |
| 27 |                | Upon completion of a professional development leave of absence, a written          | 27 |
| 28 |                | account delineating the implementation of professional development activities      | 28 |
| 29 |                | must be submitted to the Superintendent or his designee no later than two          | 29 |
| 30 |                | months following return from the leave of absence. Professional development        | 30 |
| 31 |                | activities should be implemented within one year upon return from the leave        | 31 |
| 32 |                | of absence.  | 32 |
| 33 |                | A leave of absence for professional development shall consist of any of the        | 33 |
| 34 |                | following or a combination thereof:  | 34 |
| 35 |                | Half-School Term: 9 graduate credits   | 35 |
| 36 |                | 12 undergraduate credits   | 36 |
| 37 |                | 180 hours of professional development activities                                   | 37 |

|    |                   |  |    |
|----|-------------------|--|----|
| 1  |                   | POLICY 304 (con't)   | 1  |
| 2  |                   | Full School Term: 18 graduate credits  | 2  |
| 3  |                   | 24 undergraduate credits   | 3  |
| 4  |                   | 360 hours of professional development activities                                   | 4  |
| 5  |                   |  | 5  |
| 6  | V.                | Submission of a report from a licensed health care professional stating the        | 6  |
| 7  | RESTORATION       | disability for which the sabbatical is requested.                                  | 7  |
| 8  | OF HEALTH         | Prior to the expiration of an approved sabbatical leave for the restoration of     | 8  |
| 9  | SABBATICAL        | health, the employee shall submit a report from a licensed health care             | 9  |
| 10 | REQUIREMENTS      | professional to determine whether further leave is warranted.                      | 10 |
| 11 |                   |  | 11 |
| 12 | VI. PRACTICAL     | An employee may be granted a leave of absence for the purpose of acquiring         | 12 |
| 13 | WORK              | practical work experience in business, industry, or government.                    | 13 |
| 14 | EXPERIENCE        |  | 14 |
| 15 |                   |  | 15 |
| 16 | VII.              | At the request of a certified employee, the Superintendent may rescind             | 16 |
| 17 | RESCINDING        | sabbatical leaves or leaves of absence when the request is received no later       | 17 |
| 18 | OF LEAVES         | than 30 days prior to the effective start date of the sabbatical leave or leave of | 18 |
| 19 |                   | absence.   | 19 |
| 20 |                   | Unique situations preventing a certified employee from meeting the thirty          | 20 |
| 21 |                   | day deadline may be reviewed by the Superintendent or his designee.                | 21 |
| 22 |                   | If the teaching position of the certified employee going on leave has not been     | 22 |
| 23 |                   | filled by the Human Resources Department, no time limit will be placed on a        | 23 |
| 24 |                   | certified employee's request to rescind sabbatical leave.                          | 24 |
| 25 |                   |  | 25 |
| 26 | VIII.             | All sabbatical requests or leave of absence requests or reports must be            | 26 |
| 27 | SABBATICAL        | submitted on District forms available in the Office of Human Resources.            | 27 |
| 28 | REPORTING         | Upon approval by the District Superintendent, a report shall be furnished to       | 28 |
| 29 | REQUIREMENTS      | the Board of School Directors detailing the name, position, start date, purpose,   | 29 |
| 30 |                   | and duration of leave of the certified employee or employees requesting a          | 30 |
| 31 |                   | sabbatical or leave of absence.  | 31 |
| 32 |                   | The Superintendent shall forward to the Board of School Directors only those       | 32 |
| 33 |                   | sabbatical requests that require Board approval under 24 P.S. 11-1166.             | 33 |
| 34 |                   |  | 34 |
| 35 | IX. PENALTIES     | Failure to comply with these requirements or the use of leave for any purpose      | 35 |
| 36 |                   | other than specified in the prospectus will result in the following:               | 36 |
| 37 |                   | Any remaining portion of the leave shall be canceled.                              | 37 |
| 38 |                   | The employee shall forfeit all benefits to which he would have been entitled.      | 38 |
| 39 |                   | The employee shall refund any contribution made by the District on his behalf      | 39 |
| 40 |                   | to the Public School Employee's Retirement Fund.                                   | 40 |
| 41 |                   |  | 41 |
| 42 |                   | Reference: The School Laws of Pennsylvania   | 42 |
| 43 |                   |  | 43 |
| 44 | Approved: 9/26/97 |  | 44 |
| 45 | Revised: 5/28/96  |  | 45 |
| 46 | Revised: 2/24/98  |  | 46 |
| 47 | Reviewed: 3/7/03  |  | 47 |