



SECTION: 204

TITLE:

SABBATICAL LEAVE AND LEAVES OF ABSENCE

NESHAMINY SCHOOL DISTRICT

1	I.	Qualifications	1
2		An administrative or supervisory employee who has completed ten years	2
3		of satisfactory service in Pennsylvania , at least five consecutive years in	3
4		this school district, shall be entitled to a leave of absence for professional	4
5		development, a sabbatical leave for restoration of health or a leave of	5
6		absence to acquire practical work experience in accordance with the Laws	6
7		of Pennsylvania.	7
8		Thereafter, one leave of absence or sabbatical leave shall be allowed after	8
9		each seven years of service.	9
10	II.	Benefits	10
11		The person on leave of absence or sabbatical leave shall receive one-half of	11
12		his or her regular salary and any other benefits mandated by law.	12
13	III.	General Requirements	13
14		Leaves shall be granted for one-half school term or one full school term.	14
15		Not more than 10% of the total certified staff shall be on leave at one time.	15
16		An agreement to return to employment in the District shall be required in	16
17		accordance with The School Laws of Pennsylvania.	17
18		Requests for a leave of absence or sabbatical leave must be made within a	18
19		reasonable amount of time preceding said leave. This will allow time for	19
20		review by the Superintendent or his designee.	20
21	IV.	Professional Development Leave of Absence Requirements	21
22		A prospectus prepared by the person applying for leave shall be presented	22
23		to the Superintendent at least two full months before the proposed date of	23
24		leave.	24
25		Reports based on the prospectus as presented shall be required quarterly	25
26		by the District Superintendent.	26
27		For professional development leaves, reports must demonstrate the	27
28		relationship between professional development activities and existing	28
29		curriculum instruction and/or other job related duties.	29
30		Upon completion of a professional development leave of absence a written	30
31		account delineating the implementation of professional development	31
32		activities must be submitted to the Superintendent or his designee no	32
33		later than two months following return from the leave of absence.	33
34		Professional development activities should be implemented within one	34
35		year upon return from the leave of absence.	35
36		A leave of absence for professional development shall consist of any of the	36
37		following or a combination thereof:	37
38			38
1		POLICY 204 (con't)	1

2		Half School Term: 1. 9 graduate credits	2
3		2. 12 under graduate credits	3
4		3. 180 hours professional development activities	4
5		Full School Term: 1. 18 graduate credits	5
6		2. 24 credits	6
7		3. 360 hours professional development activities	7
8	V.	Restoration of Health Sabbatical Requirements	8
9		Submission of a report from a licensed health care professional stating the	9
10		disability for which the sabbatical is requested.	10
11		Prior to the expiration of an approved sabbatical leave for the restoration of	11
12		health, the employee shall submit a report from a licensed health care	12
13		professional to determine whether further leave is warranted.	13
14	VI.	Practical Work Experience Leave of Absence Requirements	14
15		An employee may be granted a leave of absence for the purpose of acquiring	15
16		practical work experience in business, industry or government.	16
17	VII.	Rescinding of Leaves	17
18		At the request of a certified employee, the Superintendent may rescind	18
19		sabbatical leaves or leaves of absence when the request is received no later	19
20		than 30 days prior to the effective start date of the sabbatical leave or leave of	20
21		absence.	21
22		Unique situations preventing a certified employee from meeting the 30 day	22
23		deadline may be reviewed by the Superintendent or his designee.	23
24		If the position of the certified employee going on leave has not been filled	24
25		by the Human Resources Department, no time limit will be placed on a	25
26		certified employee's request to rescind sabbatical leave.	26
27	VIII.	Sabbatical Reporting Requirements	27
28		All sabbatical requests or leave of absence requests and reports must be	28
29		submitted on District forms available in the Office of Human Resources.	29
30		Upon approval by the District Superintendent, a report shall be furnished	30
31		to the Board of School Directors detailing the name, position, start date,	31
32		purpose, and duration of leave of the certified employee or employees	32
33		requesting a sabbatical or leave of absence.	33
34		The Superintendent shall forward to the Board of School Directors only	34
35		those sabbatical requests that require Board approval under 24 P.S.11-1166.	35
36	IX.	Penalties	36
37		Failure to comply with these requirements or the use of leave for any	37
38		purpose other than specified in the prospectus will result in the following:	38
39		1. Any remaining portion of the leave shall be canceled.	39
40		2. The employee shall forfeit all benefits to which he would have been	40
41		entitled.	41
42		3. The employee shall refund any contribution made by the District on his	42
43		behalf to the Public School Employees' Retirement Fund.	43
44	RSM/ms	<u>Reference:</u> The School Laws of Pennsylvania	44
45	Approved: 9/26/67		45
46	Revised: 5/28/96		46
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