



SECTION: 304

TITLE: SABBATICAL LEAVE AND LEAVES OF ABSENCE

# NESHAMINY SCHOOL DISTRICT

1	<b>I.</b>	Any certified employee who has completed ten years of satisfactory service	1
2	<b>QUALIFICATIONS</b>	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	<b>II. BENEFITS</b>	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	<b>III. GENERAL</b>	Leaves shall be granted for one-half school term or one full school term.	12
13	<b>REQUIREMENTS</b>	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	<b>IV.</b>	A prospectus prepared by the person applying for leave shall be presented to	20
21	<b>PROFESSIONAL</b>	the Superintendent at least two full months before the proposed date of leave.	21
22	<b>DEVELOPMENT</b>	Reports based on the prospectus as presented shall be required quarterly by	22
23	<b>LEAVE</b>	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	<b>RESTORATION</b>	disability for which the sabbatical is requested.	7
8	<b>OF HEALTH</b>	Prior to the expiration of an approved sabbatical leave for the restoration of	8
9	<b>SABBATICAL</b>	health, the employee shall submit a report from a licensed health care	9
10	<b>REQUIREMENTS</b>	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	<b>WORK</b>	practical work experience in business, industry, or government.	13
14	<b>EXPERIENCE</b>		14
15			15
16	VII.	At the request of a certified employee, the Superintendent may rescind	16
17	<b>RESCINDING</b>	sabbatical leaves or leaves of absence when the request is received no later	17
18	<b>OF LEAVES</b>	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	<b>SABBATICAL</b>	submitted on District forms available in the Office of Human Resources.	27
28	<b>REPORTING</b>	Upon approval by the District Superintendent, a report shall be furnished to	28
29	<b>REQUIREMENTS</b>	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. PENALITIES	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
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47	Reviewed: 3/7/03		47