

Lower Merion School District

Policy No.: 438.2
Section: PROFESSIONAL EMPLOYEES
Title: CLASSROOM OCCUPATIONAL EXCHANGE LEAVE
Date Adopted: 7/20/98
Date Last Revised:

438.2 CLASSROOM OCCUPATIONAL EXCHANGE LEAVE

The purpose of the Board Policy is to establish conditions for approval of leaves of absence for work experience in business, industry or government in accordance with the conditions and provisions set forth in Sections 522.2 and 1166.1 of the Public School Code of 1949, as amended.

The Board shall have the sole authority to adopt policies establishing the conditions for approval of work experience leave provided under Section 522.1. . All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for work experience in business, industry or government.

Eligibility

To be eligible for a classroom occupational exchange leave, an 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 the Lower Merion School District; thereafter, one full leave of absence under Policies 438 (Sabbatical Leave – Restoration of Health), 438.1 (Sabbatical Leave – Professional Development) and 438.2 (Classroom Occupational Exchange Leave) shall be allowed after each seven full years of service. A leave may be taken for one-half (1/2) or a full school term or two half school terms during a period of two years at the option of the employee.

Limitations

The number of leaves granted in any school year under Policies 438 (Sabbatical Leave – Restoration of Health), 438.1 (Sabbatical Leave – Professional Development) and 438.2 (Classroom Occupational Exchange Leave) shall be limited to ten percent (10%) of the number of persons eligible for sabbaticals and regularly employed by the school district.

A leave of absence may be granted to an employee for the purpose of acquiring practical work experience in business, industry, or government. However, this work experience must be directly related to professional certification as well as the position held by the employee.

Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent, or the Superintendent’s designee.

All required application materials shall be submitted by April 1 for the fall semester and October 1 for the spring semester.

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 the Board policy.

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Upon completion of the leave, the employee shall provide to the Board satisfactory evidence that the employee's approved plan was fully complied with during the leave of absence.

The employee must submit in writing a detailed outline of the work performed, the number of hours involved and the benefits to the employee and school district. In addition, a written statement from the employer, indicating what the employee did during the leave, is required.

The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits.

If the employee fails to provide the information required by this section, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this policy for the period of the absence.

An employee granted such leave must arrange with the school district for the employer to fully reimburse the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.

Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one half school term if the leave was granted for a half school term or a full school term if the leave was granted for a full school term, unless prevented by illness or physical disability.

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.

At the expiration of the classroom occupational exchange leave, the professional employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.

§§522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171