



**Lower Merion School District  
Sabbatical Request for Professional Development**

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Position \_\_\_\_\_

Subject Area: \_\_\_\_\_

\*\*\*\*\*

**ELIGIBILITY**

To be eligible for a sabbatical for professional development, 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. A leave for professional development 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. Thereafter, one full sabbatical leave of absence shall be allowed after each seven full years of service.

Number of Years Employed as a Professional in LMSD \_\_\_\_\_

Number of Years Employed in PA Public Schools other than LMSD (PSERS) \_\_\_\_\_

Have you taken any sabbatical leaves prior to this request?  Yes  No

If yes, please give dates of prior leave(s). \_\_\_\_\_

.....  
**LEAVE REQUEST INFORMATION**

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Semester I (deadline April 1)  Semester II (deadline October 1)  Full Year (deadline April 1)

.....  
**PROPOSED PLAN INSTRUCTIONS**

The employee requesting a Leave of Absence for Professional Development shall attach for submission to the Superintendent or his designee a detailed plan describing the program of studies or the professional development activities to be undertaken as follows:

1. State an overview of the general goal of the proposal and its benefits to the district.
2. List the specific objectives to be accomplished in order to reach this general goal.

3. Provide the timeframe within which these activities occur.
4. Describe:
  - a. The activities or credits that will be undertaken to achieve the objectives as stated below. (A minimum of nine (9) graduate level credit hours or twelve (12) undergraduate level credit hours or a minimum of one-hundred-eighty (180) hours of professional development activities will be required for a half school term. A minimum of eighteen (18) graduate level credit hours or twenty-four (24) undergraduate level credit hours or a minimum of three-hundred-sixty (360) hours of professional development activities will be required for a full school term.)
  - b. List location, dates, and hours of activities for the entire period of leave.
5. Describe specifically the anticipated benefits of this experience for:
  - a. The employee
  - b. The employee's professional assignment
6. List the criteria and outline a process for evaluation of the achievement of the general goals and specific objectives for the proposed leave.
7. The proposal shall include a letter of endorsement for the proposal from the Principal and the Curriculum Supervisor, if applicable.

**I agree to all of the following conditions of leave for professional development under the School Code, Board Policy, and the Collective Bargaining Agreement:**

- \_\_\_1. To adhere to all elements of my proposed plan, and to notify the Human Resources Office in writing in advance of any and all changes to the plan.
- \_\_\_2. To take courses during the period for which my leave for professional development was granted.
- \_\_\_3. To provide written summary and evaluation of the work completed during the leave in the format proposed in Number 6 of my plan outline within 30 days of my return to work. Such report shall include official transcripts of work if applicable unless prevented by illness or physical disability.
- \_\_\_4. To return to the District immediately following my leave for a minimum of one-half school term for leave of one-half school term or one full school term for a leave of one full school term.

**I understand that on-compliance with the above could result in withholding of reimbursements or payments, or in the requirement to return to the District all salary and benefits paid during the time of my leave.**

**Date:** \_\_\_\_\_ **Employee Signature** \_\_\_\_\_

**All leaves are subject to the provisions of the Pennsylvania School Code and the Collective Bargaining Agreement between the School District and the LMEA.**