

Lower Merion School District

ADMINISTRATIVE REGULATION

No.: 438
Section: PROFESSIONAL EMPLOYEES
Title: SABBATICAL LEAVE – RESTORATION OF HEALTH
Date Adopted: 10/7/2014

R438 SABBATICAL LEAVE – RESTORATION OF HEALTH

I. General Provisions

Requests for sabbatical leave for restoration of health, as defined in the accompanying Policy, must be forwarded to the Office of Human Resources on or before February 15 of the school year prior to the one for which the leave is requested. A simple letter indicating the desire to take sabbatical leave will suffice. In the event that more applications are received than may be approved, the provisions of Section 1167 of the Public School Code, as amended by Act 66 of 1996, will be applied.

Individuals requesting leave will be asked to complete the Plans for Sabbatical Leave form which will be sent from the Office of Human Resources, together with other appropriate forms and information. See Attachment 1. All forms must be completed and received by the Office of Human Resources prior to March 1 to permit recommendation to the Board at a March Board meeting. Failure to comply will delay Board approval.

II. Restoration of Health Sabbatical

Sabbatical leave for reasons of health fall into two categories, 1) those which can be anticipated, and 2) those which are on an emergency basis. Requests for the first type, which coincide with the semester calendar, must adhere to the deadlines above and require a certificate from a physician. This should state that the medical problem will be ameliorated through a period of rest and/or treatment for a semester or a year.

Requests for an emergency health sabbatical will be recommended to the Board as soon as feasible, after receipt of the request and a physician's certificate (as described above). Such recommendation will indicate whether or not the quota is filled. The Board is under no obligation to grant a sabbatical leave in excess of the established quota.

III. Return From Leave

No leave of absence shall be granted unless such person shall agree to return to his or her employment with the school district for a period of not less than one school term immediately following such leave of absence. No such leave of absence shall be considered a termination or breach of the contract of employment, and the person on leave of absence shall be returned to the same position in the same school or schools he or she occupied prior thereto.

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If the employee fails to return to employment 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 act for the period of the leave. If such employee resigns or fails to return to his employment, the amount contributed by the school district under section 1170 of this act to the Public School Employees Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.