

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: COMPENSATED
PROFESSIONAL LEAVES

ADOPTED: April 28, 2004

REVISED:

	338.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose	The Board shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.
2. Definitions SC 1166.1	Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an administrator's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.
SC 522.2	Classroom Occupational Exchange Leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible administrators for classroom occupational exchange leave for the specified purpose.
4. Guidelines	PROFESSIONAL DEVELOPMENT LEAVE
SC 1166	<u>Eligibility</u> To be eligible for professional development leave, an administrator 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 this school district.

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SC 1166	A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the administrator's option.
SC 1167	The total number of administrative employees on such leaves of absence at any one time shall not exceed ten percent (10%) of the number of eligible administrators.
	<p><u>Application</u></p> <p>Professional development leaves shall be granted only to administrators participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional development leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent.</p> <p>Applications shall be received at least three (3) months in advance of the term preceding the requested leave and shall be directly related to the professional responsibilities of the administrator, as determined by the Board.</p> <p><u>Documentation</u></p>
SC 1166.1	<p>A detailed plan must be submitted to the Superintendent for Board approval along with the letter of application. The plan must specify and describe:</p> <ol style="list-style-type: none">1. Course(s) and number of credits.2. Professional development activities and length of time.3. Anticipated benefit to the instructional process that would occur as a result of the planned professional development leave. <p>The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p> <p>The Board may at any time require additional information from the administrator in order to assist the Board in evaluating the request and the leave's benefits to and impact on the administrator and the school district.</p>

<p>SC 1166.1</p>	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Nine (9) graduate credits. 2. Twelve (12) undergraduate credits. 3. One hundred eighty (180) hours of professional development activities. <p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Eighteen (18) graduate credits. 2. Twenty-four (24) undergraduate credits. 3. Three hundred sixty (360) hours of professional development activities. <p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The administrator shall successfully complete the approved courses and receive passing grades. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Failure to submit required reports upon return from professional development leave shall result in forfeiture of monies paid by the district.</p> <p>Upon return to service, the administrator shall submit a written report to the Superintendent, including documentation and/or verification of coursework, and/or participation in the professional development activity. The report should summarize the administrator's learning and list three (3) ways that s/he will apply each course and/or professional development activity to improve leadership.</p> <p><u>Commitment of Administrator</u></p>
<p>SC 1166.1, 1168</p>	<p>Acceptance of professional development leave incurs a commitment by the administrator to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Administrators shall submit required reports on time or forfeit all compensation and benefits.</p>

	<p><u>Commitment of Employer</u></p> <p>SC 1168 At the expiration of the professional development leave, the administrator shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.1, 1170 Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 1169 During the period of professional development leave, an administrator shall be compensated at least one-half the salary to which s/he would have been entitled had the administrator not taken leave.</p> <p>SC 1166 A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p> <p>Compensable employment may not be engaged in while the administrator is on professional development leave.</p> <p style="text-align: center;">CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent.</p> <p><u>Documentation</u></p> <p>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 Board policy.</p> <p>SC 522.2, 1166.1 Upon return from such leave, the administrator shall submit to the Board a final report detailing the work experience and its benefits.</p>
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