LENAPE TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: May 17, 2007

REVISED:

338. SABBATICAL LEAVE

1. Purpose SC 1850.1	This policy shall establish the parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166	The Joint Operating Committee shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.
SC 1171	The Joint Operating Committee reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical 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 this school.
SC 1166	A sabbatical leave 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 option of the employee.
SC 1167	The total number of administrative employees on sabbatical leave or professional development leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.
	<u>Application</u> Requests for sabbatical leave shall be submitted on the approved form and forwarded with medical documentation to the Administrative Director or designee as soon as possible. The Joint Operating Committee shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy and the Public School Code, as amended. . <u>Documentation</u> Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.

	At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Administrative Director or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment. The Joint Operating Committee reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request. <u>Commitment of Employee</u>
SC 1168	Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this school immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so. If the employee fails to return to employment, unless physically or mentally unable to do so, the employee must repay to the School all benefits and salary received while on sabbatical leave. The Joint Operating Committee reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work. Compensable employment may not be engaged in while the employee is on sabbatical leave. <u>Commitment of Employer</u>
SC 1168	At the expiration of the sabbatical leave, the employee shall be reinstated in the same position, including suspension (furlough) status, the employee would have held had the employee not been on sabbatical leave.
SC 1170	Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the School, and for retirement fund purposes but for no other purpose. Employees shall not accrue additional sick days, vacation days, or personal days while on sabbatical leave. <u>Compensation</u>
SC 1169	During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.