# LENAPE TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: COMPENSATED PROFESSIONAL LEAVES

ADOPTED: May 17, 2007

REVISED:

## 338.1. COMPENSATED PROFESSIONAL LEAVES

1. Purpose
SC 1850.1

This policy shall establish the 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 employee's professional responsibilities, as determined by the Joint Operating Committee, and be restricted to activities required by state regulation or law, or 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 Joint Operating Committee 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 Joint Operating Committee. The Joint Operating Committee may approve or reject a proposed plan for professional development leave.

The Joint Operating Committee shall have the right to make such regulations as it deems necessary to ensure that employees on leave use such leave properly for the purpose for which it was granted, requiring reports from the employees on leave in the manner it may deem necessary.

SC 522.2

The Joint Operating Committee may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.

4. Guidelines

<u>Eligibility</u>

SC 1166

To be eligible for professional development or 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 this school.

| | |
|---|---|
| SC 1166 | A leave for professional development or classroom occupational exchange 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. |
| | **PROFESSIONAL DEVELOPMENT LEAVES** |
| | Application |
| SC 1166.1 | Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school, or as the Joint Operating Committee may require, and upon the recommendation of the Administrative Director.<br><br>Requests for professional development leave shall be submitted on the approved form and forwarded with a detailed plan to the Administrative Director.<br><br>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. |
| | Documentation |
| SC 1166.1 | Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school. The plan shall provide sufficient information to permit the Joint Operating Committee to adequately evaluate the request.<br><br>The Joint Operating Committee may at any time require additional information from the employee in order to assist the Joint Operating Committee in evaluating the request and the leave's benefits to and impact on the employee and the school. |
| SC 1166.1 | The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:<br><br>1. Nine (9) graduate credits.<br><br>2. Twelve (12) undergraduate credits.<br><br>3. One hundred eighty (180) hours of professional development activities.<br><br>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following: |

1. Eighteen (18) graduate credits.

2. Twenty-four (24) undergraduate credits.

3. Three hundred sixty (360) hours of professional development activities.

If the leave's objective is a combination of undergraduate credit, graduate credit and/or professional development activities, the following conversion table shall determine whether minimum compliance as defined by the School Code has been met:

20 hours of professional development activity equals one (1) graduate credit.

15 hours of professional development activity equals one (1) undergraduate credit.

One (1) undergraduate credit equals ¾ graduate credit (12 x ¾ = 9)

One (1) graduate credit equals 1-1/3 undergraduate credits (9x1–1/3=12

For the determination of professional development activity time, the following conditions shall be observed. If the activity is similar to normal preparation for a college or university course (such as study time), no credit shall be awarded. If the activity is similar to that of a college laboratory activity, two hours of such activity will equal one hour of professional development activity time. If the activity is similar to class time in a college or university course, one hour of such activity will equal one hour of professional development activity time.

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 Administrative Director. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Administrative Director within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the school.

Applicants who propose to undertake professional development activities shall submit to the Joint Operating Committee a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Administrative Director within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the school.

| | |
|---|---|
| | Commitment of Employee |
| SC 1166.1, 1168 | Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this school immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.<br><br>Employees shall submit required reports on time or forfeit all compensation and benefits.<br><br>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 professional development leave.<br><br>Compensable employment may not be engaged in while the employee is on professional development leave. |
| | Commitment of Employer |
| SC 1168 | At the expiration of the professional development leave, the employee shall be reinstated in the same position held, including suspension (furlough) status, the employee would have held had the employee not been on such leave. |
| 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 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 such leave. |
| | Compensation |
| SC 1169 | During the period of professional development 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. |
| | **CLASSROOM OCCUPATIONAL EXCHANGE LEAVE** |
| | Application<br><br>Requests for classroom occupational exchange leave shall be submitted on the approved form and forwarded with appropriate documentation to the Administrative Director. |
| | Documentation |

| | |
|---|---|
| | 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 Joint Operating Committee policy. |
| SC 522.1, 1166.1 | Upon return from such leave, the employee shall submit to the Joint Operating Committee a final report detailing the work experience and its benefits. |
| | <u>Commitment of Employee</u> |
| SC 1168 | Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this school immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. |
| | <u>Commitment of Employer</u> |
| SC 1168 | At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held, including suspension (furlough) status, the employee would have held had the employee not been on such leave. |
| SC 522.2 | Time on classroom occupational exchange 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. |
| | <u>Compensation</u> |
| SC 522.2 | The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service. |
| | In the event the Exchange Employer discontinues compensation to the school, the employee will be notified that wages and benefits will cease unless the employee returns to active duty in the School. |