LENAPE TECHNICAL SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: COMPENSATED PROFESSIONAL LEAVES

ADOPTED: May 17, 2007

REVISED:

438.1. 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 professional 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 Leaves for professional development shall be granted in accordance with the terms of the collective bargaining agreement. The total number of employees on sabbatical leave or professional development leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. 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. Employees shall submit required reports on time or forfeit all compensation and benefits. 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. Employees shall not accrue additional sick days, or personal days while on such leave. Compensable employment may not be engaged in while the employee is on professional development leave. CLASSROOM OCCUPATIONAL EXCHANGE LEAVE <u>Application</u> Requests for classroom occupational exchange leave shall be submitted on the approved form and forwarded with appropriate documentation to the Administrative director.
School Code 522.1, 522.2, 1166, 1166.1, 1168, 1169, 1170, 1171, 1850.1	<u>Documentation</u> 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. Upon return from such leave, the employee shall submit to the Joint Operating Committee a final report detailing the work experience and its benefits.

	Commitment of Employee 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. Commitment of Employer 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 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. Compensation 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.