

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: COMPENSATED
PROFESSIONAL LEAVES

ADOPTED: March 14, 2006

REVISED:

BERMUDIAN SPRINGS SCHOOL DISTRICT

	338.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose	This policy 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 employee'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 reserves the right to specify the conditions under which leaves for professional development and classroom occupation exchange leaves may be taken, consistent with law.
SC 522.2	The Board may grant a leave to eligible employees 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 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 district. Thereafter, an additional leave shall be allowed after an additional seven (7) years of service.

<p>SC 1166</p>	<p>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 employee's option.</p>
<p>SC 1167</p>	<p>The total number of administrative employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees.</p>
<p>SC 1166.1</p>	<p><u>Application</u></p> <p>Professional development leave must relate to professional responsibilities as determined by the Board and state laws and shall be restricted to activities required by the State Board of Education and state laws for a professional certificate or commission or to improve professional competency.</p>
<p>SC 1166.1</p>	<p><u>Documentation</u></p> <p>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 district. 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 employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee 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. 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. Three hundred sixty (360) hours of professional development activities. <p>Upon return from professional development leave, the employee must provide satisfactory evidence that the approved plan was fully complied with during the leave of absence.</p>

SC 1166.1, 1168	<p><u>Commitment Of Employee</u></p> <p>Acceptance of professional development leave incurs a commitment by the employee 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.</p> <p>If the employee does not return, all benefits received must be forfeited.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 1168</p> <p>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>SC 522.1, 1170</p> <p><u>Compensation</u></p> <p>SC 1169</p> <p>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.</p> <p>During the period of professional development leave, the employee shall be entitled to insurance benefits.</p> <p>Compensable employment may not be engaged in while the employee 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 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>
-----------------	---

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 4

<p>SC 522.2, 1166.1</p>	<p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p> <p><u>Commitment Of Employee</u></p>
<p>SC 1168</p>	<p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee 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.</p> <p>If the employee does not return, all benefits received must be forfeited.</p> <p><u>Commitment Of Employer</u></p>
<p>SC 1168</p>	<p>At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>
<p>SC 522.2</p>	<p>Time on classroom occupational exchange 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 522.2</p>	<p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>
<p>School Code 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171</p>	