

NORTHWESTERN LEHIGH SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SABBATICAL LEAVE –
PROFESSIONAL
DEVELOPMENT

ADOPTED: June 17, 2015

REVISED:

	<p>344. SABBATICAL LEAVE – PROFESSIONAL DEVELOPMENT</p>
1. Purpose	<p>The Northwestern Lehigh School District Board of Directors supports sabbatical leave for professional development and classroom occupational exchange leaves for eligible employees.</p>
2. Definitions SC 1166, 1166.1	<p>Professional Development Leave is 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 reviewed by the Superintendent and approved by the Board and be restricted to activities required by state regulation or law.</p>
SC 522.2	<p>Classroom Occupational Exchange Leave is defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.</p>
3. Authority SC 1166.1	<p>The Superintendent and Principal/Supervisor shall pre-approve the proposed plan for educational sabbatical leave and recommend the action to the Board. The Board reserves the right to approve educational sabbatical leave.</p>
SC 522.2	<p>PROFESSIONAL DEVELOPMENT SABBATICAL LEAVE</p>
4. Guidelines	<p><u>Eligibility</u></p>
SC 1166	<p>To qualify for professional development leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth as a professional employee or member of the supervisory, instructional or administrative staff or as a commissioned officer; at least five (5) consecutive years of such service shall be in the Northwestern Lehigh School District.</p>
SC 1166	<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) school years, at the employee's option.</p>

<p>SC 1167</p>	<p>After sabbatical leave is taken, the employee may qualify for another sabbatical leave in seven (7) years.</p> <p>The total number of administrative employees on such leave of absence shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on such leave 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 shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate, professional growth 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 and Principal/Supervisor. The deadline to request professional leave is April 1st of the year prior to the school year of which the leave is requested.</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 educational sabbatical 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 Principal and Superintendent and Principal/Supervisor to adequately evaluate the request.</p>
<p>SC 1171</p>	<p>The Superintendent may at any time require additional information from the employee in order to assist in determining whether the educational leave is being used for the purpose for which it was granted.</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>SC 1166.1</p>	<p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p>

<p>SC 1166.1, 1171</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 and Principal/Supervisor prior to the beginning of the semester. The employee shall successfully complete the approved courses and receive passing grades of a “B” or better. Failure to receive a “B” or better grades or to submit required transcripts on time shall result in forfeiture of monies paid by the District.</p>
<p>SC 1166.1, 1171</p>	<p>Upon return from educational sabbatical leave, the employee shall submit to the Superintendent and Principal/Supervisor within the first month a formal written report describing the educational courses/activities pursued and their benefits and relevancy to employment and position held at Northwestern Lehigh School District. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p>
<p>SC 1166.1, 1168</p>	<p><u>Commitment Of Employee</u></p> <p>Acceptance of professional development leave incurs a commitment by the employee to return to active work in Northwestern Lehigh School District immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p>In addition, employees shall submit required reports on time or forfeit all compensation and benefits.</p>
<p>SC 1168</p>	<p><u>Commitment Of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p>
<p>SC 522.1, 1170</p>	<p>Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p>
<p>SC 1169</p>	<p><u>Compensation</u></p> <p>During the period of professional development leave, an employee shall be compensated at one-half the salary to which the employee would have been entitled had the employee not taken the leave.</p>

<p>SC 1166</p>	<p>While on leave, the employee shall be entitled to insurance benefits provided to other employees of a similar classification and with the same respective employee cost contribution as if the employee not taken leave.</p> <p>A professional development leave 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 employee is on a professional development leave.</p> <p>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 and Principal/Supervisor. Classroom occupational exchange leave shall be related to the professional area of responsibility, certification and/or teaching assignment.</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 this policy.</p>
<p>SC 522.2, 1166.1, 1171</p>	<p>Upon return from such leave, the employee shall submit to the Superintendent and Principal/Supervisor 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 work in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</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 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 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</p>

	<p>retirement contributions, and other benefits as if the employee were in full-time active work at Northwestern Lehigh School District.</p> <p><u>Noncompliance</u></p> <p>If the employee fails to use the leave, or any portion thereof, for the purpose for which it was granted, unless prevented by illness or physical disability, the Board shall have the right to terminate payment during the leave or to require the forfeiture of all or a portion of the monies paid to him/her during this period, including the contributions paid by the District on behalf of the employee to the Retirement System, Social Security, as well as the employee and/or dependent Health, Dental, Life Insurance, Prescription, Long-Term Disability and any other benefits.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171</p>
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