

NORTHWESTERN LEHIGH SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SABBATICAL LEAVE
RESTORATION OF HEALTH

ADOPTED: June 17, 2015

REVISED:

| 345. SABBATICAL LEAVE - RESTORATION OF HEALTH | |
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| 1. Purpose | The Northwestern Lehigh School District Board of Directors supports the District's sabbatical leaves for restoration of health for eligible employees. A restoration of health leave must be supported by medical certification. |
| 2. Authority SC 1166 | <p>The Director of Human Resources shall pre-approve the restoration of health leave and recommend the action to the Board. The Board shall grant sabbatical leaves to eligible administrative, supervisory and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p> |
| 3. Guidelines | <p><u>Eligibility</u></p> |
| SC 1166 | To qualify for a restoration of health 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 at the Northwestern Lehigh School District. |
| SC 1166 | A leave for restoration of health 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 or the equivalent to two (2) half school terms during a period of two (2) years. After sabbatical leave is taken, the employee may qualify for another sabbatical in seven (7) years. |
| SC 1167 | The total number of administrative and supervisory employees on such leaves at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. |

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| | <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved District form and forwarded with medical documentation to the Director of Human Resources as soon as possible.</p> <p>The Director of Human Resources will review the request with the Superintendent and the Superintendent may make the recommendation to the Board.</p> <p>The Board shall consider the Superintendent’s recommendation and may approve those meeting the requirements of Board policy and applicable law.</p> <p><u>Documentation</u></p> <p>Applicants for restoration of health leave shall submit with the District form a supporting medical statement and recommendation from his/her physician. The medical documentation will be kept in the employee’s medical file.</p> <p>SC 1171 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 Director of Human Resources, 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.</p> <p>SC 1171 The District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is or was used for the purpose for which it was granted or to determine the employee’s ability to return to the position.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1168 Acceptance of a restoration of health leave incurs a commitment by the employee to return to active work in this district immediately following the sabbatical leave for one (1) full school term, unless prevented by ongoing illness or physical disability.</p> <p>The District 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.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the restoration of health leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> |
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| SC 1170 | <p>Time on sabbatical 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> |
| SC 1169 | <p>During the restoration of health leave, an employee shall be compensated at one-half the salary to which the employee would have been entitled had the employee not taken leave.</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 contributions as if the employee not taken leave.</p> |
| SC 1166 | <p>A restoration of health 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 restoration of health leave.</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. 1166, 1167, 1168, 1169, 1170, 1171</p> |