

No. 306

SECTION: Employees

TITLE: Leaves of Absence for Professional Personnel

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CATASAUQUA AREA SCHOOL DISTRICT

	306 – LEAVES OF ABSENCE FOR PROFESSIONAL EMPLOYEES	1
	<i>{Previously numbered policy 406.}</i>	2
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1. General Requirements	<i>1.1</i> A request for leave of absence for purposes of professional development shall be submitted to the Superintendent of Schools no later than July 1 for the leave to become effective in that year, or October 1 for the leave to become effective in the second half of the school year in the following calendar year.	4
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	A request for leave of absence for restoration of health may be made at any time. However, as much advance notice as possible should be given as is permitted under the circumstances leading to the request for leave	9
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	<i>1.2</i> The employee on leave of absence is considered in regular full-time daily attendance in the position from which the leave was taken. Therefore, the employee, as a minimum, shall use his leave for the purpose for which it was granted during regular school hours. This precludes working for another employer during these hours with the exception of assistantships at a College or University or with special permission of the Board.	13
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2. Leaves of Absence for Professional Development	<i>2.1</i> The program of study shall be one which cannot practically be pursued at a time other than during the regular school year. The duration of the leave of absence shall be either half a school term or a full school term as determined by the time period required to complete the course of study.	21
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	<i>2.2</i> The applicant shall be a candidate for an advanced degree in a certified institution for learning, and the field of study for which the candidate intends to pursue shall be in the field in which the candidate is presently teaching. This provision may be waived by the Board.	26
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	<i>2.3</i> The courses to be taken shall require a minimum of 135 hours (9 graduate credits) of formal instruction per each half term of leave unless waived by the Board.	31
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**3. Leaves of
Absence for
Restoration
of Health**

- 2.4 A written report shall be submitted to the Superintendent of Schools at the conclusion of each marking period, listing the grades obtained and/or the progress which has been made in the course of study. No less than two reports shall be submitted for each half term of leave. Should employee on a full year term of leave fail to obtain acceptable grades as required by the program of study pursued at the end of the first half term of leave, the results shall be presented to the Board for review to determine if the second half term of the leave should be cancelled.
- 3.1 Applications for sabbatical leaves of absences for restoration of health shall be accompanied by a written report from the employee's physician stating the reasons a leave should be granted.
- 3.2 A monthly report shall be furnished by the employee and his physician stating the progress in the restoration of the employee's health.

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