

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: SABBATICAL LEAVE FOR
RESTORATION OF HEALTH

ADOPTED: December 9, 1999

FIRST READING: November 20, 2025

REVISED &

UPDATED: December 18, 2025

338. SABBATICAL LEAVE FOR RESTORATION OF HEALTH	
1. Purpose	This policy shall establish A.W. Beattie Career Center's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166	The Joint Operating Committee (JOC) shall grant sabbatical leaves to eligible administrative employees on a case by case review, consistent with current laws. The JOC will grant sabbatical leaves to eligible professional employees per the current A.W. Beattie Education Association collective bargaining agreement, consistent with current laws.
SC 1171	The Joint Operating Committee reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical leave, and 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 Career Center. Once an employee has received a sabbatical leave for the restoration of health, they will not be eligible to apply for another leave until seven (7) years of full-time service after returning from the previous leave.
SC 1166	A sabbatical leave 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. The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees, or more than one (1) person within a department, whichever number is higher.
	<u>Application</u>
	Requests for sabbatical leave shall be submitted to the Executive Director in writing and shall include all required information as soon as possible.

338. Sabbatical Leave for Restoration of Health

The JOC shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy and applicable law.

Documentation

Applications for a restoration of health sabbatical leave shall submit in writing with an official supporting medical statement and recommendation from an employee's physician.

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 Executive Director or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to their ability to return to employment.

The JOC reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.

Commitment of Employee

SC 1168 Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in the Career Center immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so,.

The JOC 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 from a restoration of health leave.

Commitment of Employer

SC 1168 At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.

SC 1170 Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the Career Center, and for retirement fund purposes but for no other purpose.

Compensation

SC 1169 During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which they would have been entitled had the employee not taken leave.

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar class, with monthly required co-payments.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.