

# EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: May 17, 2007

REVISED:

	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	<b>Professional Development Leave</b> - 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	<b>Classroom Occupational Exchange Leave</b> - 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 shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board.
SC 522.2	The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	<b>PROFESSIONAL DEVELOPMENT LEAVE</b>
	<u>Eligibility</u>
SC 1166	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.

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<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/Documentation</u></p>
<p>SC 1166.1</p>	<p>Requests for professional development leave shall be directly related to the employee's professional responsibilities as determined by the Board, and shall be restricted to activities required by regulations of the State Board of Education and by the laws of this Commonwealth for a professional certificate or commission or to improve professional competency.</p> <p>Requests must be presented in writing to the Superintendent. Requests must state a specific reason for the leave and must be filed with the Superintendent at least sixty (60) days prior to the date when leave is to become effective. Requests received in less than sixty (60) days may be entertained at the discretion of the Board.</p>
<p>SC 1166.1</p>	<p>A detailed plan describing the professional development activities to be undertaken must be submitted on the appropriate form with the request. The detailed plan must cite specifically how the leave shall improve the employee's professional competency and shall provide sufficient information to permit the Board to adequately evaluate the request.</p>
<p>SC 1166.1, 1171</p>	<p>The plan must list specific courses and/or activities to be completed during the leave. The Board shall have the authority to approve or reject the plan. The approved written plan may be modified with prior written approval of the Superintendent.</p> <p>Requests for professional development leave, submitted for Board action, shall include a recommendation from the Superintendent, subject to the Board's authority to approve or reject the plan.</p> <p>No leave for professional development shall be granted except by majority approval of the Board.</p> <p>An administrative employee who is granted a leave for professional development must sign a contract prepared by the Board.</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"> <li>1. Nine (9) graduate credits.</li> <li>2. Twelve (12) undergraduate credits.</li> <li>3. One hundred eighty (180) hours of professional development activities.</li> </ol> <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"> <li>1. Eighteen (18) graduate credits.</li> <li>2. Twenty-four (24) undergraduate credits.</li> <li>3. Three hundred sixty (360) hours of professional development activities.</li> </ol>
<p>SC 1166.1</p>	<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. Upon completion of the leave, the employee shall provide to the Superintendent satisfactory evidence that the development plan was fully complied with during the leave. Said evidence may include course transcripts reflecting no lower than a “B” grade, letters from administrators verifying professional development activities, admission tickets and other documentation in support thereof. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p> <p>Official transcripts of courses completed during the professional development leave must be presented to the Superintendent before the employee is returned to his/her position.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p>

SC 1166.1, 1168	<p><u>Commitment Of Employee</u></p>
	<p>No leave for professional development shall be granted unless the employee agrees to return to his/her employment with the district for a period of not less than one (1) school term immediately following the leave. The Board may not waive the requirement that the employee return to district service for one (1) full school term, unless prevented by illness or disability.</p>
	<p>If the employee fails to return to his/her position, unless prevented by illness or physical disability, the employee shall forfeit all salary and benefits to which the employee would have been entitled under the provisions of this policy for the period of the absence for professional development.</p>
SC 1168	<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. Employees shall return to their position only at the beginning of a semester unless with specific approval of the Board.</p>
SC 522.1, 1170	<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>
SC 1169	<p><u>Compensation</u></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>
SC 1166	<p>Any employee on professional development leave shall be eligible for increments and credit for service during the leave, including district-paid fringe benefits, but only to the limit permitted by any agreement between the district and individual insurance carrier.</p>
	<p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p>
	<p>An employee on professional development leave shall not accept compensable employment, during the period of leave, except with specific approval of the Board.</p>

	<p><b>CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</b></p>
	<p><u>Application/Documentation</u></p> <p>Application for classroom occupational exchange leave shall be presented in writing on the appropriate form to the Superintendent no later than sixty (60) days prior to the commencement date of the leave.</p> <p>A letter verifying the exchange from the business, industry or government shall be submitted along with the application.</p>
SC 522.2, 1166.1	<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>
SC 1168	<p>No classroom occupational exchange leave shall be granted unless the employee agrees to return to his/her employment with the district for a period of not less than one (1) school term immediately following the leave, unless prevented by illness or physical disability.</p> <p>The Board may not waive the requirement that the employee return to district service for one (1) full school term, unless prevented by illness or disability.</p>
	<p><u>Commitment Of Employer</u></p>
SC 1168	<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. Employees shall return to their position only at the beginning of a semester unless with specific approval of the Board.</p>
SC 522.2	<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>Employees on classroom occupational exchange leave shall be considered in full-time daily attendance in the position from which the leave was granted, during the period of said leave, for the purpose of determining the employee's length of service, the right to receive increments as provided by law, and the right to make contributions as a member of the Public School Employees' Retirement Fund and continue membership therein.</p>

