EASTON AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: March 5, 2007

REVISED:

	438. SABBATICAL LEAVE
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166	The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health.
SC 1171	The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical 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.
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.
SC 1167	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.
	<u>Application/Documentation</u>
	Sabbatical leave shall be granted to a professional employee only under the advisement of an attending physician recommending the sabbatical leave. The district reserves the right to refer the employee to a physician of its own choosing for a medical examination at district expense upon receipt of the application. The employee's submission to a medical examination at the district's direction, if required, shall be a prerequisite for granting a sabbatical leave.

	Application for sabbatical leave must be presented in writing to the Superintendent or designee no later than sixty (60) days prior to the commencement date of the leave, unless the condition is of such a nature to preclude the sixty (60) day notification, in which case, application shall be made as soon as possible. Prior notice is necessary in order that any disruption of the educational program is kept to a minimum.
SC 1171	At the time of the actual request, the attending physician's statement attesting to the employee's health condition must be submitted. In addition, a physician's statement must be submitted at the close of each semester attesting to the employee's condition.
	Requests for sabbatical leave, submitted for Board action, will include a recommendation from the Superintendent or designee.
	The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy. No sabbatical leave shall be granted except with majority approval of the Board.
	<u>Commitment Of Employee</u>
	Prior to returning to regular full-time service, the employee shall undergo a thorough medical examination by the attending physician, who shall document the results of such examination and from which shall be determined the employee's capability to return to regular full-time service. Upon receipt of said statement, the district reserves the right to refer the employee to a physician of its own choosing for medical examination at district expense. Said documentation shall be submitted to the Superintendent or designee.
SC 1168	Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school year. The Board may not waive the requirement that the employee return to district service for one (1) full school year, unless s/he is physically or mentally unable to do so.
	<u>Commitment Of Employer</u>
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. Employees shall return to their position only at the beginning of a semester, unless with specific approval of the Board.

SC 1170	Time on sabbatical 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.
	<u>Compensation</u>
SC 1169	During the period of sabbatical 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.
	An employee on sabbatical 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 the individual insurance carrier.
SC 1166	A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.
School Code 1166, 1167, 1168, 1169, 1170, 1171	