

| |
|--|
| BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual |
|--|

Section: ADMINISTRATIVE EMPLOYEES

Title: SABBATICAL LEAVE

Date Adopted: August 17, 1981

Date Last Revised: February 18, 2003

338. SABBATICAL LEAVE

- .1 This policy specifies the manner in which sabbatical leaves for administrative employees will be provided.
- .2 The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent with law, where applicable.
- .3 Purpose – A sabbatical leave shall be granted for:
 - .31 Study – A sabbatical requested for study shall be for the employee who has been accepted as a full-time student at an approved institution of higher learning. The request should include a tentative list of courses to be studied, plus whether an additional degree is being sought, or new certification is being pursued. It is permissible for an employee on leave for study to receive a grant from the approved institution.
 - .32 Restoration of Health – A request for a sabbatical leave for restoration of health shall be accompanied by a physician’s statement indicating that the leave should result in the health of the employee being restored to the extent that the employee may be able to return to employment after the expiration of the leave. The school district may require that the school physician validate the request for the sabbatical leave. Such validation will be at the expense of the school district.
- .4 Eligibility – An administrative employee who has completed ten (10) years of satisfactory service in Pennsylvania shall be eligible for a sabbatical leave. Such leave shall be for a half or full school year, or for two half school years during the period of two years. Thereafter, one sabbatical leave shall be allowed after seven (7) years of service.

- .41 No more than one administrative employee may be on a sabbatical leave at any one time.
- .42 To be eligible for consideration for sabbatical leave, an individual employee shall have rendered at least five (5) consecutive years of service to this district.
- .5 Application
 - .51 A written application for sabbatical leave shall be made to the Superintendent by the end of March of the school year prior to the school year of desired leave.
 - .52 Each application for sabbatical leave shall be reviewed by the Superintendent, and approved by the Board.
 - .53 The Board will consider later requests depending on the circumstances involved.
- .6 Selection – Priority in selection, if any, shall be given to length of service in district since a previous sabbatical leave, and
 - .61 value of the leave to the district as a whole
 - .62 soundness of the leave proposal.
- .7 Commitment of Employee – A sabbatical leave may be taken for the period approved. Compensable employment may not be engaged in while the employee is on sabbatical leave, unless such employment was pre-approved by the Superintendent and the Board. Acceptance of sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following said leave of absence for one full school year unless physically or mentally unable to do so.
 - .71 During the period of leave, the employee shall report on his/her activities every 45 days (twice each semester).
 - .72 Within thirty (30) days of the employee’s return to active duty, she/he shall file a written report of the sabbatical leave with the Superintendent. This report shall provide evidence that the intent of the sabbatical leave plan was fulfilled.
 - .73 Should it be determined by the Superintendent that the intent of the sabbatical leave plan was not fulfilled, or was only partially fulfilled, action may be taken to apply appropriate financial penalties.
- .8 Commitment of Employer

.81 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 said leave of absence.

.82 Time on sabbatical leave shall be counted as time on the job for purpose of

.821 seniority where applicable in the district

.822 retirement fund payments

.823 accumulation of sick leave.

.9 Compensation

.91 During the period of sabbatical leave, an employee shall be compensated at one-half the salary to which the employee would have been entitled had she/he not taken leave and no other amount.

.92 While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar class.

.93 During a sabbatical leave for study, the employee shall be reimbursed for credits according to the regular procedure.