



Section: *Professional Employees*

Title: *Leave of Absence, Sabbatical Leave for Restoration of Health*

Adopted: *11-17-76*

Revised: *7-20-77*
9-18-86
9-15-88
8-19-99

438 *Leave of Absence, Sabbatical Leave for Restoration of Health*

Professional employees may be granted a sabbatical leave in accordance with the Public School Code of the Commonwealth of Pennsylvania (Section 1166 as amended by Act 66 of 1996).

Policy

This Policy shall establish the District's parameters for granting sabbatical leaves for restoration of health for eligible employees. The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health. The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.

Eligibility

- (1)** *To be eligible for sabbatical leave, an employee shall have completed (10) years of satisfactory service in the public schools of the Commonwealth, at least five (5) consecutive years of such service shall be in the Colonial School District, unless the Board shall, in its discretion, allow a shorter time.*
- (2)** *A sabbatical leave may be taken for a half or full school year or for two (2) half school terms during a period of two (2) years, at the option of the employee.*
- (3)** *If an employee on a sabbatical leave for restoration of health has been granted such a sabbatical leave and the employee is unable to return to service because of illness or physical disability, the Board may extend sabbatical leave for such periods as it may determine, but not to exceed one (1) full school term or its equivalent.*
- (4)** *Thereafter, one (1) sabbatical leave for restoration of health shall be allowed after each seven (7) years of service.*

438 *Leave of Absence, Sabbatical Leave for Restoration of Health (continued)*

- (5) *The total number of professional employees on leaves of absences at any one time shall not exceed 10% of the number of eligible employees for such leaves of absence.*

Application

- (1) *Requests for sabbatical leave for restoration of health shall be submitted in writing and forwarded with medical documentation to the Superintendent or designee as soon as possible.*
- (2) *The Board shall review each application for sabbatical leave for restoration of health and shall approve those meeting the requirements of adopted Policy.*

Documentation

Applicants for sabbatical leave shall submit with the application an official supporting medical statement and recommendation from his/her physician indicating that the employee has a health condition which prevents the employee from fulfilling his or her duties as an employee with the School District for at least a half school term in duration. Such application shall be submitted prior to May 1 for leaves to begin in September or prior to November 1 for leaves to begin in February, except in the case of a medical emergency or demonstrable medical need as confirmed by a licensed physician in the Commonwealth of Pennsylvania.

The Board 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 and to request any other appropriate medical certifications.

Commitment of the Employee

- (1) *Acceptance of a sabbatical leave of absence incurs a commitment by the employee to return to active duty in the Colonial School District immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so.*

438 *Leave of Absence, Sabbatical Leave for Restoration of Health (continued)*

- (2) *The Board 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.*
- (3) *Compensable employment may not be engaged while the employee is on sabbatical leave for restoration of health. A sabbatical leave granted for a professional employee shall be considered as a leave of absence without pay from all extracurricular activities and/or supplemental contracts.*

Commitment of the District

- (1) *At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated at the same position held at the time of the granting of the leave, in accordance with the requirements of law.*
- (2) *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.*

Compensation

- (1) *During the period of the sabbatical leave, an employee shall be compensated at one-half (0.5) of the salary to which he or she would have been entitled had the employee not taken leave.*
- (2) *While on leave, the employee shall be entitled to benefits provided to other professional employees of a similar class.*

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