

Sabbatical Leave for Restoration of Health and Leaves of Absence for Professional Development

This regulation implements the accompanying Policy to ensure that employees on sabbatical leave for health or professional development leave (collectively “compensated leaves”) utilize such leave properly for the purpose it was granted.

Application

Requests for Sabbatical Leave for Restoration of Health shall be submitted on the approved District form attached to this Regulation as Exhibit A.

Requests for Leaves of Absence for Professional Development shall be submitted on the approved District form attached to this Regulation as Exhibit B.

Application forms shall be available in the Personnel Office.

All applications for compensated leaves for the fall semester of the following school year or the full year shall be received in the Superintendent’s office by April 15. Similarly, all applications for compensated leaves for the spring semester of the current school year shall be received in the Superintendent’s office by September 15. The District may waive this requirement for Sabbatical Leave for Restoration of Health due to illness or accident or other reasons at the District’s discretion.

Approval

All Requests for Sabbatical Leave for Restoration of Health must be approved by the Superintendent or designee.

All requests for Leaves of Absence for Professional Development are subject to the review and authorization of the Board. All requests must be in writing and shall be forwarded to the Superintendent, or designee, with a detailed plan of study or work experience describing the professional activities to be undertaken. This plan may be approved or rejected by the Board consistent with this Policy. Requests for Leaves of Absence for Professional Development shall be submitted on the approved District form attached to the regulation accompanying this Policy. A Leave of Absence for Professional Development must be directly related to the professional responsibilities of the employee 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 to improve professional competency. The primary objective of a compensated leave program is to enable qualified individuals to engage in professional activities that will contribute significantly to the background and skill of the staff members and result in substantial benefits to the District.

Limitations and Preferences

Except as otherwise permitted by applicable law, compensated leaves shall only be granted for one (1) school semester, a full school year, two (2) consecutive semesters, or two (2) non-consecutive semesters within two (2) calendar years.

The number of compensated leaves granted in any school year under Policy 4600 shall be limited to ten percent (10%) of the number of persons eligible and regularly employed by the District. In the event the number of applicants exceeds ten percent (10%) of the persons eligible, in order to determine which leaves shall be granted, preference shall be given according to the years of service since any previous compensated leave and according to the order of submission of the applications.

Proposed Plan for Leave of Absence for Professional Development

At a minimum for a half school term, a Leave of Absence for Professional Development shall consist of any of the following or a combination thereof: nine (9) graduate credits, twelve (12) undergraduate credits, or one hundred eighty (180) hours of professional development activities. At a minimum for a full school term, a Leave of Absence for Professional Development shall consist of any of the following or a combination thereof: eighteen (18) graduate credits, twenty-four (24) undergraduate credits, three hundred sixty (360) hours of professional development activities. The college or university credits must be earned in a District-approved and properly accredited program, and must be of benefit to the District.

The employee requesting a Leave of Absence for Professional Development shall submit to the Superintendent a detailed plan describing the program of studies or the professional development activities to be undertaken as follows:

1. A statement that includes an overview of the general goal of the proposal and its benefits to the District.
2. A list of the specific objectives to be accomplished in order to reach this general goal.
3. A timeframe within which these activities will occur.
4. A description of the proposed program of study that includes the following:
 - a. The courses that will be undertaken to achieve the objectives as stated. This should be a list of the specific courses to be undertaken, including the institution, course numbers and course names, official course descriptions, and a syllabus for each course.

- b. A list of the locations, dates, and hours of activities for the entire period of the leave. The courses must require rigorous work that spans the duration of each semester of the leave.
 - c. “Request for Course Pre-Approval” forms for each course
- 5. A specific description of the anticipated benefits of this experience for:
 - a. The Employee, and
 - b. The Employee’s professional assignment.
- 6. A list of the criteria and an outline of the process for evaluation of the achievement of the general goals and specific objectives for the proposed leave.

Information Required at End of Leave for Leave of Absence for Professional Development

Upon completion of the leave, the employee shall provide to the Superintendent satisfactory evidence that the employee’s approved Professional Development Plan was fully complied with during the leave of absence. Such evidence shall consist of documentation of the completion of proposed course work including applicable grade reports and a written summary and evaluation of the work completed during the leave consistent with the applicant’s proposed criteria. If the employee fails to provide such evidence unless prevented by illness or physical disability, the employee shall forfeit all benefits to which the employee would have been entitled to under the provisions of the School Code for the period of the Leave of Absence for Professional Development

Documentation for Sabbatical Leaves for Restoration of Health

In order to enhance the ability of the District to make timely personnel decisions and thereby increase the District’s ability to hire and retain the best teachers and teaching candidates available, the District requires 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 to be submitted to the Superintendent, indicating the extent to which the purpose of the leave has been achieved and evaluating the employee’s ability to return to employment.

The District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the ability of the employee to return to employment.

**TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE
FOR RESTORATION OF HEALTH**

DATE

NAME _____

POSITION _____

BUILDING _____

SUBJECT AREA _____

PERIOD(S) EMPLOYED BY SCHOOL DISTRICT _____

LEAVE REQUESTED _____

MEDICAL SUBSTANTIATION MUST BE ATTACHED

All sabbaticals are subject to the provisions of the Pennsylvania School Code, and, where the applicant is a TEEA member, the collective Bargaining Agreement between the School District and the TEEA.

I understand that if I currently have an extra duty responsibility appointment, that the EDR will be reassigned during my absence and I will have no claim to continued appointment to that EDR after my return.

I hereby certify that the information contained in this application is correct and that the purpose of the sabbatical leave of absence requested is as stated herein. I agree to abide by any and all rules and Regulations regarding sabbatical leaves of absence and to return to my employment with the Tredyffrin/Easttown School District following the sabbatical leave of absence and to serve in such employment for a period of not less than one school term, unless prevented by illness or physical disability.

Professional Employee

EXCEPT IN CASES OF ILLNESS OR ACCIDENT, ALL APPLICATIONS FOR SABBATICAL LEAVE FOR THE FALL SEMESTER OF THE FOLLOWING SCHOOL YEAR OR THE FULL YEAR SHALL BE RECEIVED IN DISTRICT OFFICE BY APRIL 15. SIMILARLY, EXCEPT IN CASES OF ILLNESS OR ACCIDENT, ALL APPLICATIONS FOR SABBATICAL LEAVES FOR THE SPRING SEMESTER OF THE CURRENT SCHOOL YEAR SHALL BE RECEIVED IN DISTRICT OFFICE BY SEPTEMBER 15. THE DISTRICT MAY WAIVE THIS REQUIREMENT.

PURSUANT TO THE SCHOOL CODE, BOARD MAY REQUIRE MEDICAL EXAMINATION BY DISTRICT PHYSICIAN AT DISTRICT EXPENSE.

Tredyffrin/Easttown School District
Application for Leave of Absence for Professional Development

Name _____ Position _____

School Location _____ Subject Area _____

Number of Years Employed in T/E District _____

Number of Years Employed in PA Public Schools other than T/E _____

Did you take any previous leaves? ☐ Yes ☐ No

If so, give dates and type of leave/s _____

Leave Request Information

Date/s (from-to) _____

☐ 1st Semester (deadline April 15) ☐ 2nd Semester (deadline September 15) ☐ Full Year (deadline April 15)

Proposed Plan Instructions

The employee requesting a Leave of Absence for Professional Development shall attach for submission to the Superintendent a detailed plan describing the program of studies or the professional development activities to be undertaken as follows:

1. State an overview of the general goal of the proposal and its benefits to the district.
2. List the specific objectives to be accomplished in order to reach this general goal.
3. Provide the timeframe within which these activities will occur.
4. Describe:
 - a. The courses that will be undertaken to achieve the objectives as stated. (minimum 9 graduate level credit hours or twelve undergraduate level credit hours per will be required.) This should be a list of the specific courses to be undertaken. Include the institution, course numbers and course names, official course descriptions, and a syllabus for each course.
 - b. List location, dates, and hours of activities for the entire period of the leave. The courses must require rigorous work that spans the duration of each semester of the leave.
 - c. Submit a "Request for Course Preapproval Form" for each course as part of this application.
5. Describe specifically the anticipated benefits of this experience for:
 - a. The Employee
 - b. The Employee's professional assignment
6. List the criteria and outline a process for evaluation of the achievement of the general goals and specific objectives for the proposed leave.

All leaves are subject to the provisions of the Pennsylvania School Code and the Collective Bargaining Agreement between the School District and the TEEA.

- I understand that, if I currently have an extra duty responsibility appointment, the EDR will be reassigned during my absence and I will have no claim to continued appointment to that EDR after my return.
- I hereby certify that the information contained in this application is correct and that the purpose of the leave of absence requested is as stated herein.
- I agree to abide by any and all rules and regulations regarding leaves of absences and to return to my employment with the Tredyffrin/Easttown School District following the leave of absence and to serve in such employment for a period of not less than one school term, which is defined as a full school year, regardless of the length of the leave of absence.

I agree to all of the following conditions of leave for professional development under the School Code, Board Policy and the Collective Bargaining Agreement.

____ ***1. To adhere to all elements of my proposed plan, and to notify the Personnel Office in writing in advance of any and all changes to the plan. This includes course substitutions and cancellations which must be approved by the District through the same approval process used for this application.***

____ ***2. To provide a written summary and evaluation of the work completed during the leave in the format proposed in Number 6 of my plan outline within 45 days of the end date of the[final] semester of my leave.***

____ ***3. To submit grade reports for each of the courses completed.***

____ ***4. To return to the District for a minimum of one full year after completion of my leave, unless prevented by illness or physical disability.***

I understand that non-compliance with the above could result in withholding of reimbursements, payments, salary scale movement, or in the requirement to return to the District all salary and benefits paid during the time of my leave.

Date _____

Employee Signature_____