

# EAST PENN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: June 27, 1994

REVISED: January 27, 1997

	<p style="text-align: center;">338.1. COMPENSATED PROFESSIONAL LEAVES</p> <p>1. Purpose This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.</p> <p>2. Definitions <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 Pennsylvania law or regulation or to improve professional competency.  <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.</p> <p>3. Authority The Board shall adopt and enforce policy establishing the conditions for approval of professional development and classroom occupational exchange leaves. All requests for such leaves shall be subject to review by the Board. The Board may approve or reject a proposed plan for such leaves.</p> <p>4. Guidelines <b>PROFESSIONAL DEVELOPMENT LEAVE</b>  An applicant must meet the eligibility requirements as stipulated in Act 66 of 1996 and the Pennsylvania School Code, as may be amended. 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) calendar years. Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the district, or as the Board may require, and upon the recommendation of the Superintendent. Requests for professional development leaves shall be submitted on the approved district form and forwarded with a detailed plan to the Superintendent. The minimum</p>
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requirements of the plan shall include maintaining full-time student status as defined by the academic institution. The plan shall include a statement specifying the benefits of the plan to the employee and the district. All required application materials shall be submitted at least four (4) months in advance of the proposed leave.

Pennsylvania law requires the employee to commit to return to active employment in the district for at least one (1) school term following the conclusion of the leave. The Superintendent shall require this stipulation to be submitted in writing by the employee prior to the formal approval of the leave request by the Board. No later than thirty (30) days following his/her return, the employee must submit a formal report describing the educational activities pursued and their benefits to the employee and the district. Failure to comply will result in forfeiture of all compensation and benefits received.

During the period of leave, the employee shall be compensated at one-half the base salary which he/she would have received had the employee not taken the leave. The total number of employees on sabbatical and compensated professional leaves shall not exceed ten percent (10%) of the number of eligible employees.

#### **CLASSROOM OCCUPATIONAL EXCHANGE LEAVE**

Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded to the Superintendent no later than four (4) months prior to the proposed leave. The procedural guidelines are similar to those listed above for professional development leave. In addition, the business, industry, or government to whom the employee is assigned during the leave shall fully reimburse the district for all salary, wages, pension and retirement contributions and other benefits paid on behalf of the employee by the district.

PA Code  
Title 24  
Sec. 522, 1166-1171