

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: June 27, 1994

REVISED: January 27, 1997

EAST PENN SCHOOL DISTRICT

338. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for administrative employees.
2. Authority	<p>The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.</p>
3. Guidelines	<p>The applicant must meet the eligibility requirements stipulated in Act 66 of 1996 and the Pennsylvania School Code, as may be amended. A request for a sabbatical leave for restoration of health shall be submitted on the district form to the Superintendent and shall include a report signed by a school physician or a physician of the employee's choice and at his/her expense, which shall set forth the reasons why a sabbatical leave for restoration of health is necessary. A sabbatical leave for restoration of health shall be for one (1) school term or two (2) half school terms within two (2) calendar years.</p> <p>The total number of professional employees on sabbatical leaves and compensated professional leaves at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a progress report shall be submitted by the employee and attending physician to the Superintendent. The district reserves the right to require, at its expense, an examination by a physician of its choosing to confirm the contents of any of the reports submitted both before and during the leave.</p> <p>During the period of sabbatical leave for restoration of health, the employee shall be compensated at one-half the base salary which he/she would have received had the employee not taken the leave. Pennsylvania law states: "No leave of absence shall be granted unless such person shall agree to return to his/her employment with the</p>

338. SABBATICAL LEAVE - Pg. 2

<p>PA Code Title 24 Sec. 522, 1166-1171</p>	<p>school district for a period of not less than one (1) school term following such leave of absence." 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.</p>
---	---