

EPHRATA AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: December 18, 2006

REVISED: January 26, 2015

338. SABBATICAL LEAVE	
1. Authority	<p>This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.</p>
SC 1166	<p>The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p>
2. Guidelines	<p><u>Eligibility</u></p>
SC 1166	<p>To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.</p>
SC 1166	<p><u>Term Of Leave</u></p> <p>A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p>
SC 1167	<p><u>Limitation On Number Of Leaves And Order Of Preference</u></p> <p>The total number of administrative employees on sabbatical leave at any given time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any given time shall not exceed ten percent (10%) of the number of eligible employees. All sabbatical leaves granted will commence on either the first day of the first half of the school term or on the first day of the second half of the school term.</p>

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	<p>Applications for leave will be given preference according to the number of years since the employee's previous sabbatical leave, the number of years of service to the district, and the distribution of the applicants among the various schools, departments, area of specialization, and the overall benefit of the leave to the district. Consideration of these and other relevant factors and final approval for leave requests is at the Board's discretion.</p> <p><u>Request For Leave</u></p> <p>Requests for sabbatical leave must be submitted on the approved district form to the Superintendent or designee as early as possible prior to the school term (or second half of a school term) for which leave is requested. The request must be accompanied by a certificate from a licensed physician who is treating the employee that states the exact nature of the illness, why the illness required a leave, the estimated length of the leave, and the physician's opinion about the employee's ability to return to work at the conclusion of the leave.</p> <p>The Board shall review each request for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.</p> <p><u>Documentation</u></p>
SC 1171	<p>The Board may require the employee to submit additional medical reports during the sabbatical leave, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment. If the Board decides to require such reports, they will not be required more frequently than monthly.</p>
SC 1171	<p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.</p> <p><u>Commitment Of Employee</u></p>
SC 1168	<p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless prevented by illness or physical disability.</p>
SC 1168	<p>If the employee does not return to employment at the expiration of the leave, unless prevented by illness or physical disability, the employee forfeits all benefits to which s/he was entitled for the period of the leave. If the employee fails to return, the amount contributed by the district to the Public School Employees' Retirement System (PSERS) will be deducted from the refund payable to the employee.</p>

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	<p>At the end of the leave period, the employee must submit a certification from the employee's attending physician that the employee is fit to return to full-time employment and is able to perform all required duties.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 1170 Any employee who is granted a sabbatical leave under this policy shall be considered in regular, full-time daily attendance during the period of the leave for purposes of seniority and for retirement fund purposes, but for no other purpose.</p> <p><u>Salary And Benefits While On Leave</u></p> <p>SC 1169 Any employee who is granted a sabbatical leave under this policy will receive at least one-half of his/her regular salary during the term of the leave.</p> <p>The employee will also be entitled to continuation of health insurance benefits during the period of the leave.</p> <p>SC 1166 A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p> <p><u>Retirement Payments</u></p> <p>SC 1170 Any employee who is granted a sabbatical leave under this policy will continue membership in PSERS. The district will pay into PSERS on behalf of the employee, during the period of the leave, both the contribution required by law to be made by the district and the contribution required by law to be made by the employee. The amount of the contribution required to be made by the employee will be deducted from the compensation payable to the employee while on leave.</p> <p>3. Delegation of Responsibility The Superintendent or designee may establish administrative regulations to ensure efficient and consistent administration of this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1166, 1167, 1168, 1169, 1170, 1171</p>
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