

ALLENTOWN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: COMPENSATED PROFESSIONAL LEAVES

ADOPTED: 7/24/97

REVISED: 3/26/98

338.1. COMPENSATED PROFESSIONAL LEAVES	
1. Purpose	<p>Nothing contained in this policy shall enlarge the rights of the employees or diminish the rights of the district as provided under applicable law, including but not limited to the Public School Code, as it presently exists or as it may be amended.</p> <p>This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.</p>
2. Definitions	<p>Professional development leave 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 administrative employee's professional responsibilities, as determined by the Board, and shall be restricted to activities required by regulations of the State Board of Education and by laws of this Commonwealth for a professional certificate, or commission, or to improve professional competency.</p> <p>Classroom occupational exchange leave shall be defined as a leave of absence granted to an administrative employee for the purpose of acquiring practical work experience in business, industry or government.</p>
3. Authority SC 1166.1, 1171	<p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Superintendent or her/his designee and the Board. The Board shall approve or reject a proposed plan for professional development leave.</p>
SC 522.2	<p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p>

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<p>4. Guidelines</p> <p>SC 1166</p> <p>SC 1166</p> <p>SC 1166.1</p>	<p>A. PROFESSIONAL DEVELOPMENT LEAVE</p> <p><u>Eligibility</u></p> <p>To be eligible for an initial professional development leave, an employee shall have completed ten (10) years of satisfactory service as a professional employee or member of the supervisory, instructional or administrative staff, or as a commissioned officer, or any other part of the public school system of the Commonwealth; at least five (5) consecutive years of such service shall have been in this school district. An administrative employee, who has completed a professional development leave in this district, shall be eligible for another professional development leave after the completion of seven (7) years of service following her/his return from said leave.</p> <p>A leave for professional development shall 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 option of the employee.</p> <p><u>Application</u></p> <p>Requests for professional development leave shall be submitted in writing, on the approved district form and forwarded with a detailed plan to the Superintendent or her/his designee.</p> <p>For a full school term leave or a leave for the first half school term, all required application materials shall be submitted by the first day of May preceding the requested leave. For a second half school term leave, all required application materials shall be submitted by the first day of November preceding the requested leave.</p> <p><u>Documentation</u></p> <p>Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request. At any time, the Board may require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the school district.</p>
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<p>SC 1166.1</p>	<p>The minimum requirements for leave for a half school term shall consist of any of the following or a combination thereof: nine (9) graduate credits, twelve (12) undergraduate credits, one hundred eighty (180) hours of professional development activities. The minimum requirements for leave for a full school term shall be 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.</p> <p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent or her/his designee. The employee shall successfully complete the approved courses and receive grades of "C" or better in each course. Within the first month upon return from professional development leave, the employee shall submit to the Superintendent or her/his designee an official transcript of all courses completed. Failure to receive grades of "C" or better, or to submit required transcripts on time shall result in forfeiture of monies paid by the district for all salary and benefits to which the employee on leave would have been entitled during the period of said leave.</p> <p>Nothing in this policy shall serve to contravene the provisions for tuition reimbursement set forth in the Act 93 Plan for administrative employees.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Superintendent or her/his designee a detailed plan listing the specific activities. Within the first month upon return from professional development leave, the employee shall submit to the Superintendent or her/his designee a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district for all salary and benefits to which the employee on leave would have been entitled during the period of said leave.</p> <p><u>Commitment of Employee</u></p>
<p>SC 1166.1, 1168</p>	<p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave, for one (1) full school year, unless prevented by illness or physical disability. The Board reserves the right to require at its own expense additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.</p> <p>If the employee fails to return to employment, unless prevented by illness or physical disability, the employee shall forfeit all salary and benefits to which said employee would have been entitled for the period of the leave.</p>

	<p>Unless the Board approves to the contrary, the employee shall return to her/his position only at the beginning of a half school term (semester).</p> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p>During the scheduled days and hours of work of an administrative employee, the employee on professional development leave may not be engaged in compensable employment. A leave of absence for professional development shall also operate as a leave of absence, without pay, from all other school activities.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position in the same school or schools the employee occupied immediately prior to the leave.</p> <p>SC 1168</p> <p>SC 522.1, 1170</p> <p>Except as stipulated by law, the Board may not waive the requirement that an employee on leave return to school district service for one (1) full school term (two (2) semesters).</p> <p>Time on a professional development 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.</p> <p><u>Compensation</u></p> <p>SC 1169</p> <p>During the period of professional development leave, an employee shall be compensated at one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other administrative employees of a similar class.</p> <p>B. CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted in writing, on the approved district form, and forwarded with a detailed plan to the Superintendent or her/his designee.</p>
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<p>SC 1166.1</p>	<p>For a full school term leave or a leave for the first half school term, all required application materials shall be submitted by the first day of May preceding the requested leave. For a second half school term leave, all required application materials shall be submitted by the first day of November preceding the requested leave.</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p> <p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p> <p><u>Commitment of Employee</u></p>
<p>SC 1168</p>	<p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term [one (1) school year], unless prevented by illness or physical disability. The Board reserves the right to require at its own expense additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.</p> <p>If the employee fails to return to employment, unless prevented by illness or physical disability, the employee shall forfeit all salary and benefits to which said employee would have been entitled for the period of the leave.</p> <p>Unless the Board approves to the contrary, the employee shall return to her/his position only at the beginning of a half school term (semester).</p> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment of Employer</u></p>
<p>SC 1168</p>	<p>At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position in the same school or schools held at the time of the granting of the leave.</p>
<p>SC 522.1</p>	<p>Time on classroom occupational exchange 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.</p>

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SC 522.1	<p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>
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