

ALLENTOWN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE FOR
RESTORATION OF HEALTH

ADOPTED: 7/24/97

REVISED: 3/26/98

	<p style="text-align: center;">438. SABBATICAL LEAVE FOR RESTORATION OF HEALTH</p> <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>1. Purpose This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible professional employees.</p> <p>2. Authority SC 1166 The Board shall grant sabbatical leaves to professional employees for the purpose of restoration of health.</p> <p>SC 1171 The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.</p> <p>3. Guidelines <u>Eligibility</u></p> <p>SC 1166 To be eligible for an initial sabbatical leave, an employee shall be employed in the public school system of this Commonwealth, and 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, of any Board of School Directors, or any other part of the public school system of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district. A professional employee, who has completed a sabbatical leave in this district, shall be eligible for another sabbatical leave after the completion of seven (7) years of service following her/his return from sabbatical.</p> <p>SC 1166 A sabbatical leave 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. The sabbatical leave should coincide with the regular school term (semester); however, when the Board determines that the employee's medical circumstances warrant it, a sabbatical may be granted for a period equivalent to a half or full school term.</p>
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<p>SC 1167</p>	<p>The total number of employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of persons eligible for such leave and regularly employed in the district.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or her/his designee, as soon as possible. Except as required by extenuating medical circumstances, said request shall be submitted no later than sixty (60) days prior to the commencement date of the sabbatical.</p> <p>The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.</p> <p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement from her/his attending physician recommending the sabbatical leave. The physician's statement shall include a description of the employee's present health status, a description of the nature and extent of the medical treatment plan which the employee will receive during the period of the leave, a clear indication of the necessity for the sabbatical leave, and a prognosis concerning the likely date by which the employee should be capable of resuming her/his professional responsibilities.</p> <p>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 shall be submitted to the Superintendent or her/his designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to her/his ability to return to employment.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request and/or the employee's capacity to return to employment. If required, an employee's submission to a medical examination at the district's direction, may serve as a prerequisite for the possible approval of a sabbatical leave.</p>
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<p>SC 1168</p>	<p><u>Commitment of Employee</u></p> <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 [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>Compensable employment may not be engaged in while the employee is on sabbatical leave. A sabbatical leave of absence for restoration of health shall also operate as a leave of absence, without pay, from all other school activities.</p> <p>An employee on an approved sabbatical leave shall not be permitted to use her/his accumulated sick leave.</p>
<p>SC 1168</p>	<p><u>Commitment of Employer</u></p> <p>At the expiration of the sabbatical 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>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 sabbatical 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>

