

POTTSTOWN SCHOOL DISTRICT

SABBATICAL LEAVE OF ABSENCE

3650

- 3650.1 Sabbatical leaves of absence may be granted to professional employees under those conditions specifically outlined in the School Laws of Pennsylvania. Sabbatical leaves of absence may be granted for restoration of health, professional development, or acquiring experience in business and industry through the classroom occupational exchange.
- 3650.2 The total number of professional employees on sabbatical leave shall not exceed 10% of those employees eligible.
- 3650.3 Any professional employee granted a sabbatical leave of absence must agree in writing to return to the service of the school district for a period of not less than one full school year following completion of the sabbatical leave of absence.
- 3650.4 At least ninety (90) calendar days prior to the anticipated leave, professional employees requesting a sabbatical leave of absence shall present their request in writing to the Superintendent of Schools or his designee who shall, in turn, present the request to the Board of School Directors with recommendation for action by the Board. (Exceptions to the ninety day requirement will be considered for request of health restoration.)
- 3650.5 Request for sabbatical leave will be submitted to the Board at least sixty (60) calendar days before the requested effective date (except for health restoration).
- 3650.6 Professional employees who are granted a sabbatical leave of absence for reason other than illness or physical disability and do not return for one full year shall forfeit all benefits to which said employee would have been entitled under the provisions of the Sabbatical Reform Act for the period of the leave. If such employee resigns or fails to return to his employment, the amount contributed by the school district under Section 1170 of this act to the public school employees retirement fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.

- 3650.7 In the event a professional employee is considered for a sabbatical leave of absence for professional study, the leave must be related to the professional responsibilities of the employee and be restricted to activities required by law or regulation for a professional certificate or to improve the employee's professional competency.
- 3650.7a The employee shall submit a tentative schedule of courses, seminars, etc. to the Board prior to the granting of the leave.
- 3650.7b If the leave is granted, the employee shall be required to submit evidence that the courses, etc. have been completed satisfactorily with at least a grade of B upon termination of the leave by providing receipts and transcripts from the college or university, otherwise no reimbursement of the tuition will occur.
- 3650.7c A leave of absence for professional development must consist at the minimum of the following: nine (9) graduate credits, twelve (12) undergraduate credits, 180 hours of professional development activities, or a combination of these for leaves of half a school term; and eighteen (18) graduate credits, twenty-four (24) graduate credits, or 360 hours of professional development activities, or a combination of these for leaves of a full school term.
- 3650.7d If a professional employee does not complete the nine credits or eighteen credits in a satisfactory (passing) manner, the employee will have to repay the appropriate amount of salary to the Pottstown School District for the portion of the sabbatical leave that was not completed satisfactorily.
- 3650.8 Act 66 also allows for school boards to grant a leave of absence to an employee for the purpose of acquiring practical work experience in business, industry, or government provided in exchange the employer reimburses the district for salary and benefits for the time that the employee is on classroom occupational exchange and works

with the entity.

- 3650.9 In the event a professional employee is considered for a sabbatical leave for the purpose of health restoration or improvement, the Board may request a physician of their choice provide a second opinion confirming the request. In addition the Board may request periodic statements from the attending physician regarding the status of health for the employee on leave.
- 3650.10 At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position at the time of the granting of the sabbatical leave.
- 3650.11 During the period of sabbatical leave, an employee shall be compensated at one-half the salary to which the employee would have been entitled had the leave not been requested - and no other amount.
- 3650.12 Time on sabbatical leave shall be counted as time on the job for the purpose of
- a. seniority
 - b. retirement fund payment - providing the employee pays his/her share of retirement.
 - c. Healthcare benefits
 - d. Life Insurance
- 3650.13 No benefits or salary shall be provided other than stated in .11 and .12.
- 3650.14 Employees who are granted sabbatical leaves shall not be engaged in gainful employment, except such employment which the board, in exercise of its discretion, deems to be not inconsistent with the purposes for which the sabbatical was granted.

Legal Reference

School Laws of Pennsylvania
Sections 1166, 1167, 1168, 1169, 1170, 1171
Act 117 of 1986*
Act 66 of 1996

Adopted: August 13, 1973
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