

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: MARCH 25, 2008

REVISED:

# RADNOR TOWNSHIP SCHOOL DISTRICT

	338. SABBATICAL LEAVE
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166	The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.
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.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical leave, an 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. Following a sabbatical leave, an employee shall be allowed subsequent leaves after each seven (7) years of service.
SC 1166	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.
SC 1167	The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.
	<u>Application</u>
	Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee. When the need for sabbatical leave is anticipated, requests shall be received by January 15 for the following school year. When the need for leave is unanticipated, requests should be received as soon as possible. A request to rescind a sabbatical leave must be received by May 15 for a leave approved to begin in September, and by November 1 for a leave approved to begin in midyear.

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	<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 and recommendation from his/her physician.</p> <p>SC 1171 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 designee, 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.</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.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1168 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 year, unless physically or mentally unable to do so. Employees who are capable of returning to work and who fail to return for one (1) year will be required to repay the district for all costs incurred for salary and benefits.</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 employee's ability to return to work.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 1170 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> <p><u>Compensation</u></p> <p>SC 1169 During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>
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<p>SC 1166</p> <p>School Code 1166, 1167, 1168, 1169, 1170, 1171</p>	<p>While on leave, the employee shall be entitled to insurance benefits provided other administrative employees of a similar class.</p> <p>A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p>
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