

Compensated Leave for Professional Development

Checklist



Radnor Township School District • Office of Human Resources

Follow the checklist below for timeline to present necessary documentation to the Human Resources Office.

- Complete and submit the following forms to HR no later than **January 15th** for the following year:
 - Request for Leave of Absence form
 - Compensated Leave for Professional Development form
- If you later need to request alternate courses you must resubmit the Compensated Leave for Professional Development form to Human Resources

Six weeks prior to leave:

- **Evidence of enrollment** – send to Human Resources (**Course work must take place during the semester dates of your leave. Course work completed outside of those dates may result in failure to fulfill leave requirements or result in additional course work.**)
 - Fall Semester = first day of school through the end of the first semester
 - Spring Semester = first day of the 2nd semester through the end of the school year

Upon completion:

- Official transcripts within 1 month of conclusion of leave submitted to Human Resources:

Fall: February 28

Spring: July 31

A request to rescind a sabbatical leave must be received by:

May 15 for a fall semester leave or by

November 1 for a spring semester leave.

Failure to follow these guidelines or to submit required transcripts on time shall result in the requirement for repayment by the employee of the salary and benefits costs paid by the district during the leave.

Note: Tuition assistance is a separate process. Please follow the guidelines contained in your CBA and the Tuition Assistance Plan.