

MIDDLETOWN
 AREA
 SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
 EMPLOYEES
 TITLE: SABBATICAL LEAVE
 ADOPTED: October 14, 1991
 REVISED:

338. SABBATICAL LEAVE	
1. Purpose	This policy specifies the manner in which sabbatical leaves for administrative employees will be provided.
2. Authority	<p>The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent with law, where applicable.</p> <p>The Board shall have the right to make such regulations as it deems necessary to ensure that employees on sabbatical leave utilize such leave properly for the purpose for which it was granted, requiring reports from employees on leave in such a manner as it may deem necessary.</p>
3. Guidelines	<p><u>Purpose</u></p> <p>A sabbatical leave for administrative employees shall be granted for the purposes of study, travel, restoration of health, and other purposes at the discretion of the Board.</p> <p><u>Eligibility</u></p> <p>Any person employed in the Commonwealth's public school system who has completed ten (10) years of satisfactory service as a professional employee shall be entitled to a sabbatical leave of absence. At least five (5) consecutive years of such service shall have been in the Middletown Area School District, unless the Board, in its discretion, shall allow a shorter time.</p> <p>Thereafter, a sabbatical leave of absence shall be allowed after each seven (7) years of service.</p> <p>A sabbatical leave of absence shall be for a half or full school term, or two (2) half school terms during the period of two (2) years, at the option of the employee.</p> <p>If a sabbatical leave is requested because of the illness of an employee, a leave shall be granted for equivalent to a half or full school term or equivalent to two (2) half school terms, during a period of two (2) years.</p>

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If a sabbatical leave for a half school term or its equivalent has been granted and the employee is unable to return to school service because of illness or physical disability, the employee, upon written request prior to the expiration of the original leave, shall be entitled to a further sabbatical leave for a half school term or its equivalent.

If a sabbatical leave for a full school term or its equivalent has been granted and the employee is unable to return to school service because of illness or physical disability, the Board may extend the sabbatical leave for such periods as it may determine but not to exceed one (1) full school term or its equivalent.

Application

An application for sabbatical leave shall be made on the approved district form to the Superintendent and must be received sixty (60) days prior to the start of the leave.

Commitment Of Employee

No sabbatical leave of absence shall be granted unless the employee shall agree to return to employment with the school district for a period of not less than one (1) school term after such leave of absence.

Commitment Of Employer

No sabbatical leave of absence shall be considered a termination or breach of the contract of employment, and the person on such leave shall be returned to the same position in the same school(s) s/he occupied prior thereto.

Compensation

The employee on sabbatical leave shall receive one-half of his/her regular salary during the period s/he is on leave.

Regulations for Leave

Restoration of Health -

Requires a doctor's certificate verifying need, which shall be confirmed by the school district's doctor.

Education -

A minimum of nine (9) credits or enrollment as a full-time student according to institution standards during each semester of leave from an accredited institution acceptable to the Pennsylvania Department of Education must be successfully completed.

Sabbaticals will be granted for purposes of attaining advanced degrees or additional certification. A description of educational goals and courses is to be submitted to the Superintendent's office upon application for the sabbatical.

A written report and official transcript will be submitted upon completion of the sabbatical.

Travel -

A minimum of forty-five (45) days of the sabbatical leave during each semester must be spent in traveling that will enhance the individual's teaching ability. If during the sabbatical leave an extended trip away from home of thirty (30) or more continuous days were taken, then weekends would be counted toward that total, provided they fell during the time limits of the approved sabbatical.

A statement regarding the goals and outcomes of the travel to be achieved and an itinerary must be submitted to the Superintendent's office upon application for the sabbatical.

Four (4) reports per sabbatical year are required to provide some evidence of travel relative to the stated goals. The dates are November 1st and February 1st for the first semester, and April 1st and June 15th for the second semester.

General Regulations

An employee on sabbatical leave is expected to devote his/her primary efforts to accomplishing the purpose for which the leave was granted. No arbitrary restriction shall be placed on his/her gainful employment, provided the employment does not interfere with the accomplishment of the purpose of the leave and the employment is not a teaching position.

Appropriate information will be distributed by the administration regarding applications, itineraries, goals, courses and reports.

Exceptions to this policy may be made in the event of extenuating circumstances.

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<p>School Code 522.1, 1166-1171</p>	<p>Failure to comply with the regulations of this policy may result in termination of the sabbatical leave.</p>
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