



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	PROFESSIONAL EMPLOYEES
TITLE:	MEDICAL, PROFESSIONAL DEVELOPMENT, OR TRAVEL SABBATICAL LEAVE
ADOPTED:	<i>5/24/17</i>
REVISED:	

	<p>438 – <u>MEDICAL, PROFESSIONAL DEVELOPMENT, OR TRAVEL SABBATICAL LEAVE</u></p> <p>Section 1. <u>Authority</u></p> <p>a. This policy shall establish the District’s parameters for granting sabbatical leaves for restoration of health, professional development, or travel to certificated professional employees.</p> <p>b. The Board shall grant sabbatical leaves to eligible professional employees for the purpose of restoration of health, professional development, or health.</p> <p>c. The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health, professional development, or travel may be taken, consistent with law.</p> <p>Section 2. <u>Guidelines</u></p> <p>a. Eligibility</p> <p>1. To qualify for sabbatical leave, an eligible 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 the North Allegheny School District.</p> <p>2. 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.</p> <p>3. Once a sabbatical leave has occurred, the employee must complete seven (7) full years of service prior to making another Sabbatical Leave Request.</p> <p>4. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p>
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	<p>b. Application</p> <ol style="list-style-type: none"> 1. Requests for sabbatical leave shall be submitted on the approved District form and forwarded with medical documentation, professional development information, or travel information to the Superintendent or designee as soon as possible. In the case of professional development or travel, the document must first be signed by the principal. 2. The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.
<p>SC 1171</p>	<p>c. Documentation</p> <ol style="list-style-type: none"> 1. Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician, documentation from an accredited academic institution for professional development, or travel information. 2. At both the approximate midpoint of a leave for medical, 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>SC 1168</p>	<p>d. Commitment of Employee</p> <ol style="list-style-type: none"> 1. Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in the North Allegheny School District immediately following the sabbatical leave for one (1) full school term, unless physically or mentally unable to do so. 2. 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>SC 1171</p>	
<p>SC 1168</p>	
<p>SC 1170</p>	<p>e. Commitment of Employer</p> <ol style="list-style-type: none"> 1. At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave. 2. Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.
<p>SC 1169</p>	<p>f. Compensation</p> <ol style="list-style-type: none"> 1. During the period of sabbatical leave, an employee shall be compensated

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at least one-half the salary to which s/he would have been entitled had the employee not taken leave.

2. While on leave, the employee shall be covered under the following District fringe benefit program for a period of twelve (12) months from the initial date of disability or professional development endeavor, or six (6) months, if the sabbatical is one semester; the date of disability or professional development endeavor shall be the first day of absence for the illness which has subsequently resulted in disability. The fringe benefits to be continued will include hospitalization, major medical, dental, vision, and life insurance.
3. A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.
4. Compensable employment may not be engaged in while the employee is on sabbatical leave.
5. Should the Board determine that the intent of the leave was not fulfilled, or was only partially fulfilled; appropriate financial penalties may be imposed.

References:

School Code – 24 P.S. Sec. 1166, 1167, 1168, 1169, 1170, 1171