

SENECA VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL/PROFESSIONAL
DEVELOPMENT LEAVE

ADOPTED:

REVISED: JANUARY 19, 1998

<p>438. SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE</p>	
<p>1. Purpose</p>	<p>This policy specifies the manner in which sabbatical and professional development leaves for professional employees shall be provided.</p>
<p>2. Definitions SC 1166.1</p>	<p>Professional development leave shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by State regulation or law, or to improve professional competency.</p>
<p>3. Authority SC 1166, 1166.1, 1171</p>	<p>The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent with law. The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of the professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.</p>
<p>4. Guidelines SC 1166 SC 1166.1 1168</p>	<p><u>Eligibility</u></p> <p>In accordance with the provisions of the School Laws of Pennsylvania as amended, professional employees with ten (10) years of satisfactory service and at least five (5) consecutive years of service in the Seneca Valley School District are entitled to a leave of absence for either a half or full school term, or for two (2) half school terms. Two (2) half school terms may be taken during a twenty-four (24) month period. Leaves may be granted for restoration of health or professional development.</p> <p>A sabbatical leave of absence or a professional development leave may be granted only if the applicant agrees to return to his/her employment with the school district for a period of not less than one (1) school term immediately following such leave of absence.</p>

SC 1166.1	<p><u>Application</u></p> <p>1. Requests for sabbatical/professional development leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent.</p> <p>All required application materials shall be submitted by April 1 for the following school year and by October 1 for the following semester.</p> <p>2. Professional Development Leave</p> <p>This leave shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent.</p>
SC 1166.1	<p><u>Documentation</u></p> <p>1. Restoration of Health</p> <p>Applicants for such sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>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, 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>2. Professional Development Leave</p> <p>Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p>

<p>SC 1166.1</p>	<p>The Board may at any time require additional information from the employee in order to assist in evaluating the request and the leave's benefits to and impact on the employee and the school district.</p> <p>The minimum requirements for leave for a half school term shall consist of any one or combination of the following: nine (9) graduate credits, twelve (12) undergraduate credits, or one hundred eighty (180) hours of professional development activities. The minimum requirements for leave for a full school term shall be any of the following or a combination thereof: eighteen (18) graduate credits, twenty-four (24) undergraduate credits, or three hundred sixty (360) hours of professional development activities (combinations must be consistent with semester options).</p> <p>Video, correspondence, distance learning, Internet, pass/fail and summer courses will not be recognized in meeting professional development leave requirements.</p> <p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses. "Successful completion" shall be construed to mean a "B" grade or better and/or the successful submission and acceptance of a graduate thesis. With the exception of the graduate thesis, coursework must be graded. Upon return from professional development leave, the employee shall submit to the Superintendent or designee within the first thirty (30) days an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of salary and benefit monies paid by the district.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent or designee within the first thirty (30) days a formal report describing the educational activities pursued and their benefits and relevancy to the employee and school district.</p>
<p>SC 1166.1, 1168</p>	<p><u>Commitment of Employee</u></p> <p>Acceptance of professional development or restoration of health sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability. The Board reserves the right to require at its own expense additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.</p>

