

SENECA VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CLASSROOM OCCUPATIONAL
EXCHANGE LEAVE

ADOPTED: June 9, 1997

REVISED:

<p>1. Purpose</p> <p>2. Definition SC 522.2</p> <p>3. Authority SC 522.2</p> <p>4. Guidelines</p> <p>SC 1166.1, 1168</p>	<p style="text-align: center;">438.1. CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p> <p>This policy shall establish the parameters for granting classroom occupational exchange leave for professional employees.</p> <p>Classroom occupational exchange leave shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government. Such leave must be directly related to the employee's professional responsibilities as determined by the Board.</p> <p>The Board may grant to eligible employees a classroom occupational exchange leave in accordance with this policy.</p> <p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of the classroom occupational exchange leave. All requests for such leave shall be subject to review by the Board.</p> <p><u>Eligibility</u></p> <ol style="list-style-type: none"> 1. To be eligible to apply for classroom occupational exchange leave, professional employees must have at least ten (10) years of satisfactory service and at least five (5) consecutive years of service in the Seneca Valley School District. 2. Classroom occupational exchange leave may be granted for either a half school term or a full school term. 3. No classroom occupational exchange leave shall be granted unless such person shall agree to return to his/her employment with the Seneca Valley School District for a period of not less than one (1) school term immediately following such leave.
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	<p>4. The grant or denial of a request for classroom occupational exchange leave is within the sole discretion of the Board, which discretion is fully reserved hereby, and action upon requests for such leave shall be made upon a case-by-case, non-precedential basis. Nothing within this policy is intended to confer upon any employee any right or entitlement to such leave.</p> <p><u>Application</u></p> <p>Requests for such 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>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave as specified in Board policy.</p> <p>During such leave, the employee shall submit a monthly report to the Superintendent or designee and the Board; the report shall detail work experiences and benefits to the employee and the school district.</p> <p>Upon return from such leave, the employee shall submit within thirty (30) days to the Superintendent or designee and the Board a final report detailing the work experience and its benefits to the employee and school district.</p>
SC 1168	<p><u>Commitment of Employee</u></p> <p>Acceptance of classroom occupational exchange 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> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p>
SC 1168	<p><u>Commitment of Employer</u></p> <p>At the expiration of the leave, the employee shall be reinstated in the same position held at the time of the granting of the leave or, if impractical in the opinion of the Board, then to a similar position. In the event that same position does not exist,</p>

SC 522.2	<p>because it was eliminated, then another position of the same salary level and professional status will be provided based upon the qualifications of the employee. The employee's right to reinstatement is only commensurate with what s/he had if the leave had not been taken.</p> <p>Time on classroom occupational exchange leave shall be counted as time on the job for purposes of length of service, salary step placement, payment of compensation, where applicable in the district, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>The employee on classroom occupational exchange leave shall receive regular salary and insurance benefits during the leave period. Regular salary includes only the salary consideration for teaching during the school term and does not include pay for extracurricular activities or responsibilities. Neither personal or sick leave days will be earned by an employee on such leave. A leave granted to a regular employee shall also operate as a leave without pay from all other school activities. Time used for a classroom occupational exchange leave will not count toward eligibility for a leave under the Family and Medical Leave Act.</p>
SC 522.2	<p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>