

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~  
EMPLOYEES  
TITLE: SABBATICAL LEAVE  
ADOPTED: August 19, 2002  
REVISED:

338. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the school district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166  SC 1171	<p>The Board shall grant sabbatical leaves to administrative <u>and professional</u> employees only for the purpose of restoration of health.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.</p>
3. Guidelines	<p><u>Eligibility</u></p> <p>To be eligible for sabbatical leave, an 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 this school district. Administrative <u>and professional</u> employees may apply for subsequent sabbatical leaves after seven (7) years of service in the school district.</p> <p>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>The total number of administrative <u>and professional</u> employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Application for such leave of absence must be presented in writing to the Superintendent <u>or designee</u> no later than sixty (60) days prior to the commencement date of the sabbatical, unless the condition is of such a nature to preclude the sixty (60) day notification, in which case, application shall be made as soon as possible. Prior notice is necessary in order that any disruption of the educational program is kept to a minimum.</p>
SC 1166	
SC 1167	

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	<p>At the time of the actual request, the attending physician's statement must be submitted. In addition, a physician's statement must be submitted at the close of each semester attesting to the employee's condition.</p> <p>A request for a sabbatical leave of absence for restoration of health, submitted for Board action, will include a recommendation from the Superintendent.</p> <p><u>Documentation</u></p> <p>Sabbatical leaves of absence for restoration of health shall be granted to an administrative <u>and professional</u> employee only under the advisement of an attending physician recommending the sabbatical leave. The school district reserves the right to refer the employee to a physician of its own choosing for medical examination at district expense upon receipt of the application. The employee's submission to a medical examination at the school district's direction, if required, is a prerequisite for granting a sabbatical leave for restoration of health. In cases of conflicting medical reports, the recommendation of the employer's physician shall prevail.</p> <p><u>Commitment of Employee</u></p> <p>Prior to returning to regular full-time service, the employee shall undergo a thorough medical examination by the attending physician who shall document the results of such examination and from which shall be determined the employee's capability to return to regular full-time service within the requirements of the Americans with Disabilities Act and the Pennsylvania Human Relations Act. Upon receipt of said statement, the school district reserves the right to refer the employee to a physician of its own choosing for medical examination at school district expense. Said documentation shall be submitted to the Superintendent <u>or designee</u> to be included in the personnel file of the employee. In cases of conflicting medical reports, the recommendation of the employer's physician shall prevail.</p> <p>No sabbatical leave of absence shall be granted except with majority approval of the Board.</p>
SC 1171	
SC 1168	<p>If the employee is medically cleared to return to work, the Board may not waive the requirement that s/he return to school district service for one (1) full school term or two (2) semesters.</p>
SC 1168	<p><u>Commitment of Employer</u></p> <p>Upon return to work, the employee shall, unless agreed otherwise, be assigned to his/her same position or a similar position to that held at the time of the granting of the leave only at the beginning of a semester unless with specific approval of the Board.</p>

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SC 1170	<p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the school district, and for retirement fund purposes but for no other purpose.</p>
SC 1169	<p><u>Compensation</u></p> <p>During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>Salaries shall be paid by the same method and schedule used to pay other school district employees.</p> <p>An employee on sabbatical leave shall continue membership in the Public School Employee's Retirement System.</p> <p>The school district shall pay into the P.S.E.R.S. on behalf of the employee on leave, the school district's share and the employee's share of the contributions required by law on the regular (not the one-half) salary of the employee. The school district shall deduct the employee's share from the compensation paid the employee during the leave.</p> <p>Deductions for Social Security and federal/state withholding taxes shall be computed on the actual amount of salary paid.</p> <p>An employee on leave shall retain accumulated sick leave. No sick leave days shall be credited for the period of leave.</p> <p>No personal leave days shall be credited to the employee during the period of leave.</p> <p>During the time of a sabbatical leave all rights and benefits will continue according to the effective Board/Association contract, with the exceptions listed previously.</p>
SC 1166	<p>A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p>