

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: **ADMINISTRATIVE
EMPLOYEES**

TITLE: **COMPENSATED
PROFESSIONAL LEAVES**

ADOPTED: August 19, 2002

REVISED:

	<p>338.1. COMPENSATED PROFESSIONAL LEAVES</p>
1. Purpose	<p>This policy shall establish the school district's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative <u>and professional</u> employees.</p>
2. Definitions SC 1166.1	<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 completed to improve professional competency.</p>
SC 522.2	<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.</p>
3. Authority SC 1166.1, 1171	<p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a 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>
SC 522.2	<p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p>
4. Guidelines	<p>PROFESSIONAL DEVELOPMENT LEAVE</p>
SC 1166	<p><u>Eligibility</u></p> <p>To be eligible for professional development 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 compensated professional leaves after seven (7) years of service in the school district.</p>

SC 1166	<p>A leave for professional development 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>
SC 1166.1	<p><u>Application</u></p> <p>Request for a leave of absence for professional development shall be directly related to the employee's professional responsibilities as determined by the Board and shall be restricted to activities required by regulations of the State Board of Education and by the laws of this Commonwealth for a professional certificate or commission or to improve professional competency.</p> <p>Request must be presented, in writing, to the Superintendent <u>or designee</u> on or before April 15. When extenuating circumstances preclude meeting this deadline, the Board may waive this requirement.</p>
SC 1166.1	<p><u>Documentation</u></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>Request for a leave of absence for professional development, submitted for Board action, shall include a recommendation from the Superintendent, subject to the Board's authority to approve or reject the plan.</p> <p>No leave of absence for professional development shall be granted except by majority approval of the Board.</p> <p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the school district.</p>
SC 1166.1	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Nine (9) graduate credits. 2. Twelve (12) undergraduate credits. 3. One hundred eighty (180) hours of professional development activities.

<p>SC 1166.1, 1168</p>	<p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none">1. Eighteen (18) graduate credits.2. Twenty-four (24) undergraduate credits.3. Three hundred sixty (360) hours of professional development activities. <p>Upon completion of the leave, the employee shall provide to the Superintendent <u>or designee</u> satisfactory evidence that the development plan was fully complied with during the leave. Said evidence is to include course transcripts reflecting no lower than a "B" grade, letters from administrators verifying professional development activities, admission tickets and other documentation in support thereof.</p> <p>A transcript or grade report listing grades and credits completed, must be submitted to the Superintendent <u>or designee</u> at the conclusion of each semester. Should employees on a full year term of leave fail to obtain acceptable grades as required by the program of study pursued at the end of the first semester of leave, the results shall be presented to the Board for review in order to determine if the second semester of leave should be canceled.</p> <p>Because official transcripts normally arrive after the second semester starts, employees shall have their professor(s) submit the Validation of Satisfactory Course Participation Form, or may use the unofficial transcripts or the grade report to validate satisfactory course completion.</p> <p><u>Commitment of Employee</u></p> <p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p>If the employee fails to return his/her position, unless prevented by illness or physical disability, the employee shall forfeit all salary and benefits to which said employee would have been entitled under the provisions of this policy for the period of absence for professional development.</p>
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<p>SC 1168</p> <p>SC 522.1, 1170</p> <p>SC 1169</p>	<p><u>Commitment of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position or similar position <u>in the same school or schools</u> as held at the time of the granting of the leave.</p> <p>Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the school district, the right to receive increments as provided by law, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>During the period of professional development 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. Salaries shall be paid by the same method and schedule used to pay other school district employees. The professional development is subject to the conditions as prescribed in the negotiated agreement between the East Stroudsburg Education Association and the school district.</p> <p>An employee on professional development 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> <ol style="list-style-type: none"> 1. In the event an employee on a professional development leave is incapacitated for more than two (2) weeks due to injury or ill health; the employee, upon submission of an appropriate statement by a physician, shall be placed on a restoration of health leave or, thereafter (the two-week period), use accumulated sick leave days, for the duration of the incapacity.
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<p>SC 1166</p>	<ol style="list-style-type: none"> 2. The provisions listed above shall be subject to possible Board review and/or revision based upon any relevant decisions by courts of appropriate jurisdiction, and the ESEA should be so advised. 3. If the incapacitation is of such duration that return to a formal study program is impossible, the employee shall revise the original plan to provide for independent study and submit the revision to the Superintendent <u>or designee</u> for approval. 4. During the time of a professional development leave all rights and benefits will continue according to the effective Board/Association contract, with the exceptions listed previously. <p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p> <p style="text-align: center;">CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p> <p><u>Application</u></p> <p>Application for a classroom occupational exchange shall be presented in writing on the appropriate form to the Superintendent <u>or designee</u> on or before April 15. When extenuating circumstances preclude meeting this deadline, the Board may waive this requirement.</p> <p>A letter verifying the exchange from the business, industry, or government shall be submitted along with the application.</p>
<p>SC 522.2, 1166.1</p>	<p><u>Documentation</u></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>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p>
<p>SC 1168</p>	<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 school district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p>

SC 1168	<p><u>Commitment of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held or similar position as at the time of the granting of the leave.</p>
SC 522.2	<p>Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the school district, the right to receive increments as provided by law, and for retirement fund purposes but for no other purpose.</p>
SC 522.2	<p><u>Compensation</u></p> <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>