

VENANGO TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: May 4, 2009

REVISED:

338. SABBATICAL LEAVE	
1. Authority	<p>This policy shall establish the center’s parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.</p>
SC 1166	<p>The Joint Committee shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Joint Committee.</p> <p>The Joint Committee reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p>
2. Guidelines	<p><u>Eligibility</u></p>
SC 1166	<p>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 this center. Prior service in a participating school district shall be credited toward this requirement.</p>
SC 1166	<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>
SC 1167	<p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. 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> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Director or designee as soon as possible.</p>

338. SABBATICAL LEAVE - Pg. 2

	<p>The Joint Committee shall review each application for sabbatical leave and shall approve those meeting the requirements of Joint Committee policy and applicable law.</p> <p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician.</p>
SC 1171	<p>The Joint Committee reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.</p>
	<p><u>Commitment Of Employee</u></p>
SC 1168	<p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this center immediately following the sabbatical leave for one (1) full school term, unless physically or mentally unable to do so.</p> <p>The Joint Committee 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>
	<p><u>Commitment Of Employer</u></p>
SC 1168	<p>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.</p>
SC 1170	<p>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>
	<p><u>Compensation</u></p>
SC 1169	<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>While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification if s/he pays the premiums and the insurance carrier approves.</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 center activities.</p>

338. SABBATICAL LEAVE - Pg. 3

References:

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