

# BERKS COUNTY INTERMEDIATE UNIT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: October 15, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 1166</p> <p>3.Guidelines</p> <p>SC 1167</p>	<p style="text-align: center;">438. SABBATICAL LEAVE</p> <p>The policy shall establish the Intermediate Unit parameters for granting sabbatical leaves for restoration of health or for other purposes for eligible employees.</p> <p>The Board shall grant sabbatical leaves to professional employees for the purpose of restoration of health or at the discretion of the Board of Directors for other purposes.</p> <p><u>Eligibility</u></p> <p>An employee shall be eligible for a Sabbatical Leave of Absence when s/he has completed ten (10) years of satisfactory service as a professional employee in the public schools of Pennsylvania. At least five (5) consecutive years of service shall have been in the Intermediate Unit. Thereafter, an employee shall again become eligible for a sabbatical leave of absence for restoration of health, or for other purposes, after each seven (7) years of service.</p> <p>The total number of professional employees on leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Duration</u></p> <p>The duration of a sabbatical leave shall be:</p> <ol style="list-style-type: none"><li>1. Half a school term (one semester).</li><li>2. A full school term (two semesters).</li><li>3. Two half school terms (semesters) during a two-year period(Restoration of Health or Professional Development Leave only).</li></ol> <p>Each employee desiring a Sabbatical Leave of Absence shall submit a Request for Sabbatical Leave of Absence form to the Executive Director as soon as possible.</p>
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SC 1166	<p><u>Approval</u></p> <p>A Sabbatical Leave of Absence shall become effective when approved by the Board of Directors of the Intermediate Unit consistent with policy and law.</p> <p><u>Change in Type or Length of Leave</u></p> <p>An employee wishing to change the type of leave or the length of the leave shall request approval from the Board of Directors of the Intermediate Unit.</p> <p><u>Other Activities</u></p> <p>A sabbatical leave for restoration of health granted to a professional employee shall also operate as a leave of absence without pay from all other Intermediate Unit activities.</p> <p><u>Return to Service</u></p> <p>No sabbatical shall be granted unless such person shall agree to return to his/her employment within the Intermediate Unit for a period of not less than one (1) school term (two semesters) immediately following such leave of absence.</p> <p><u>Resignation or Failure to Return to Employment</u></p> <p>If the employee shall resign or shall fail to return to his/her employment, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which s/he would have been entitled including all monies paid to the employee during the leave including contributions paid by the Intermediate Unit on behalf of the employee to the Retirement System, Social Security, Medical, Dental, Life Insurance, Disability, Vision, Tuition, Self Insurance Account.</p> <p><u>Non-Compliance</u></p> <p>If the employee shall fail to use the leave (or any portion thereof) for the purpose for which it was granted, the Board of Directors shall have the right to terminate payment during the leave or to require the forfeiture of all or a portion of the monies paid to him/her during this period including contributions paid by the Intermediate Unit on behalf of the employee to the Retirement System, Social Security, Medical, Dental, Life Insurance, Disability, Vision, Tuition, Self Insurance Account.</p> <p><u>Compliance with Law</u></p> <p>In the event there shall be any conflict between Sabbatical Leave of Absence policy and provisions of the Public School Code, as amended, the Public School Code, as amended, shall in all respects prevail.</p>
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The Board's approval or rejection of a request for leave for restoration of health, or for other purposes, shall be based on a determination whether the request complies with this policy and applicable law.

The above leave policy is based on the requirements currently set forth in the Pennsylvania School Code, as amended. If such statutory requirements are changed, so that the employer is not required to grant such leaves or may limit or restrict such leaves, then it is understood that the Board may institute such changes consistent with the statute granting such changes.

#### Compensation

A professional employee on a sabbatical leave shall receive a salary equal to one-half the annual salary to which s/he would have been entitled had s/he remained in the Intermediate Unit that year, or part of that year.

Twelve-month professional employees shall not accrue vacation during sabbatical leave.

#### Personal Physician's Statement

Upon application for a sabbatical leave for restoration of health, the employee shall submit a written statement from his/her physician verifying that the leave is medically necessary for the restoration of the employee's health and containing:

1. A description of the present state of the employee's health.
2. The nature and extent of any medical treatment which s/he will receive during the period of the leave.

The employee shall periodically submit to the Executive Director progress reports from his/her physician as reasonably requested by the Board of Directors.

The Board of Directors reserves the right to require medical examination(s) and verification(s) by a mutually agreed to physician(s) from an employee requesting or on leave for restoration of health, at the expense of the Intermediate Unit.

#### Return to Service

Before the employee returns to service, a physician shall certify in writing that the employee is fully able to perform all duties required by the Intermediate Unit.