

# BENSALEM TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: September 22, 2004

REVISED:

438. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for eligible employees.
2. Authority SC 1166-1171	The Board shall grant sabbatical leaves to professional employees in accordance with the provisions of the collective bargaining agreement.
School Code 1166, 1167, 1168, 1169, 1170, 1171	

**529.6**

A Member shall request reinstatement to active duty or request an extension of childrearing leave for another semester subject to the maximum limits stated above by filing with the Human Resources Department at least twenty (20) days before the termination date of the leave.

**529.7**

At the conclusion of childrearing leave the Member shall be returned to the same position in the same building held at the commencement of the leave if the position exists, or to a substantially equivalent position in accordance with the provisions of Section 507.5d.

**529.8**

While on childrearing leave the Member may request placement as a substitute teacher.

**529.9**

Members on childrearing leave may be allowed to terminate leave and return to duty at other than the standard times listed above for reasons of extreme personal emergency. All such requests must be detailed in writing to the Director of Human Resources who shall present them to the Board for final decision. Approval or rejection is at the discretion of the Board, but requests of an extreme emergency nature shall not be unreasonably denied.

**530**      **SABBATICAL LEAVE**

**530.1**      **FILING**

**530.1a**

Request for sabbatical leave shall be filed on the standard District form with the Director of Human Resources ninety (90) calendar days prior to the date on which the leave is to become effective.

Health-The School District may request an independent medical examination prior to approval. Such examination shall be at the expense of the School District.

Study-Applications for a Study Sabbatical shall include a plan of study for approval by the Superintendent. Such plan does not have to be a program for certification or degree. The Superintendent must approve the plan prior to submission to the Board.

**530.1b**

Requests for sabbatical leave will be presented to the Board at their next regular meeting after receipt of the request.

**530.2**      **LEAVE FOR THE RESTORATION OF HEALTH**

Any Member granted a sabbatical leave for the purpose of "Restoration of Health" shall:

**530.2a**

Be under the care of a practicing licensed physician.

**530.2b**

Submit reports on the standard District form signed by the Member's physician on December 1, March 1, May 1, and August 1, which define the Member's condition and compares it with previous reports and with the condition of the employee at the time the leave was granted. These reports should also include hospitalizations, operations, therapy and other than ordinary medications administered.

**530.2c**

Submit written reports on the standard District form on the above dates which define the Member's activities; such as, travel that exceeds ten (10) days in length, study, recreation, employment, etc.

**530.2d**

Upon the request of and at the expense of the School District, submit to a medical examination by a doctor of the School District's choosing.

**530.3 LEAVE FOR STUDY**

Any Member granted a sabbatical leave for the purpose of "Study" shall:

**530.3a**

Submit written reports on the standard District form on October 1, February 1, and June 1, describing the courses taken, research conducted, experiments completed, papers written, contributions to publications made or other educational advancement made.

**530.3b**

Report on the standard District form on the foregoing dates any travel which extends beyond a ten (10) day period.

**530.3c**

Report before May 1, if a salary increment in a higher category on the salary schedule is expected in the next fiscal year.

**530.3d**

Upon completion of formal college or university study, submit a transcript of work taken.

**530.3e**

Report in each period any gainful occupation, apart from that related to the activity for which the leave was granted that has netted more than one-quarter of the regular salary.

**530.3f**

Complete, at a minimum, nine (9) credits per semester or the equivalent. Courses taken must be pre-approved in accordance with Section 602.4 for consideration for horizontal salary movement. Eligibility for tuition reimbursement shall be in accordance with Section 602. Only six credits per semester shall count toward the annual 12 credit maximum reimbursement.

**530.4 LENGTH OF LEAVE, SCHOOL TERM**

Sabbatical leaves may be granted for one school term, one-half school term, or two one-half terms in two consecutive years. A school term is defined:

**530.4a**

For twelve-month Members as that period between July 1 and June 30 of the following year.

**530.4b**

For eleven-month Members as that period between August 1 and June 30 of the following year.

**530.4c**

For ten-month Members as that period between September 1 and June 30 of the following year.

**530.5 LENGTH OF LEAVE, HALF-TERM**

A half-term shall be defined as one-half of the time outlined in the foregoing statements. The termination or beginning of a leave for study may be adjusted to coincide with semesters of the college the applicant proposes to attend. For other type leaves, the School District's semesters shall be the controlling date to determine the beginning or termination of a leave.

**540 WORKERS' COMPENSATION/PERSONAL ILLNESS COORDINATION**

**540.1**

The School District may at any time during this period of injury, require the injured employee to submit to a physical examination by the doctor of its selection.

**540.2**

A Member who is out of work, because of a work-related injury, may request to use sick days. Payment for sick days charged is limited to the difference between Workers' Compensation received and regular pay. In such case, the sick leave utilized will be deducted from accumulated leave on a pro rata basis.

KeyCite Yellow Flag - Negative Treatment  
Proposed Legislation

Purdon's Pennsylvania Statutes and Consolidated Statutes

Title 24 P.S. Education

Chapter 1. Public School Code of 1949 (Refs & Annos)

Article XI. Professional Employes (Refs & Annos)

Subarticle (f). Sabbatical Leaves of Absence

24 P.S. § 11-1166

§ 11-1166. Persons entitled

Currentness

(a) Any person employed in the public school system of this Commonwealth who has completed ten (10) years of satisfactory service as a professional employe or member of the supervisory, instructional or administrative staff, or as a commissioned officer, of any board of school directors, county board of school directors, or any other part of the public school system of the Commonwealth, shall be entitled to a leave of absence for professional development or a sabbatical leave for restoration of health or, at the discretion of the board of school directors, for other purposes. At least five consecutive years of such service shall have been in the school district from which leave of absence for professional development or sabbatical leave for restoration of health is sought, unless the board of school directors shall in its discretion allow a shorter time: Provided, however, That in the case of professional employes of area vocational-technical schools or technical institutes prior service in the participating school districts shall be credited toward such service requirement. A leave of absence for professional development or sabbatical leave for restoration of health shall be for a half or full school term or for two half school terms during a period of two years, at the option of such person: Provided, however, if a sabbatical leave is requested because of the illness of an employe, a leave shall be granted for a period equivalent to a half or full school term or equivalent to two half school terms during a period of two years: Provided further, That if a sabbatical leave for restoration of health or a leave of absence for professional development for one half school term or its equivalent has been granted and the employe is unable to return to school service because of illness or physical disability, the employe, upon written request prior to the expiration of the original leave, shall be entitled to a further leave for one half school term or its equivalent: Provided further, That if a leave for a full school term or its equivalent has been granted and the employe is unable to return to school service because of illness or physical disability, the board of school directors may extend such leave for such periods as it may determine but not to exceed one full school term or its equivalent. Thereafter, one leave of absence for professional development or a sabbatical leave for restoration of health shall be allowed after each seven years of service.

(b) A sabbatical leave for restoration of health or a leave of absence for professional development granted to a regular employe shall also operate as a leave of absence without pay from all other school activities.

#### Credits

1949, March 10, P.L. 30, No. 14, art. XI, § 1166. Amended 1951, Dec. 27, P.L. 1791, § 1; 1953, July 27, P.L. 629, § 4; 1953, July 29, P.L. 1004, § 1; 1955, Aug. 2, P.L. 298, § 1; 1957, June 6, P.L. 276, § 1; 1963, July 30, P.L. 358, § 1; 1968, May 14, P.L. 119, No. 62, § 3; 1986, July 10, P.L. 1270, No. 117, § 5, imd. effective; 1996, June 28, P.L. 430, No. 66, § 3, imd. effective.

Notes of Decisions (41)

24 P.S. § 11-1166, PA ST 24 P.S. § 11-1166

Current through 2018 Regular Session Act 10

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