

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: October 16, 1997

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

338. SABBATICAL LEAVE	
1. Purpose	This policy specifies the manner in which sabbatical leaves for administrative employees will be provided.
2. Authority SC 1166, 1171	The Board reserves the right to specify the conditions under which sabbatical leave may be taken, consistent with law where applicable.
3. Guidelines SC 1166	<p><u>Purpose</u></p> <p>A sabbatical leave for administrative employees shall be granted for the purposes of study, travel, restoration of health and related work experience, at the discretion of the Board.</p>
 SC 1166	<p><u>Eligibility</u></p> <p>The total number of administrative employees on sabbatical leave at any one time shall not exceed 10%.</p> <p>To be eligible for consideration for sabbatical leave, an individual employee shall have rendered at least five (5) consecutive years service to this district and completed ten (10) years of satisfactory service in the Commonwealth.</p>
	<p><u>Application</u></p> <p>Sabbatical leave requests will be presented to the Board for action twice annually at the regularly scheduled meetings in January and May.</p> <p>In order for an application to be presented in January, it must be received, reviewed and approved by the Superintendent or his/her designee by November 15 prior to the school year in which the leave is to be taken.</p>

338. SABBATICAL LEAVE - Pg. 2

	<p>In order for an application to be presented in May, it must be received, reviewed and approved by the Superintendent or his/her designee by April 1 prior to the school year in which the leave is to be taken.</p> <p>Requests submitted after November 15 and/or April 1 will be considered only if there are significant extenuating circumstances such as serious medical limitation, which would warrant immediate action by the Board.</p> <p><u>Selection</u></p> <p>Priority in selection shall be given to length of service in district since a previous sabbatical leave and soundness of the leave proposal.</p> <p><u>Commitment Of Employee</u></p> <p>A sabbatical leave may be taken for the period approved. Compensable employment may not be engaged in while the employee is on sabbatical leave. Acceptance of sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following said leave of absence for one (1) full school year, unless physically or mentally unable to do so.</p> <p>During the period of leave, the employee shall report on his/her activities as required by the Board.</p> <p>Within ten (10) days of the employee's return to active duty, s/he shall file a written report of the sabbatical leave with the Superintendent. This report shall provide evidence that the intent of the sabbatical leave plan was fulfilled.</p> <p>Should it be determined by the Superintendent that the intent of the sabbatical leave plan was not fulfilled or was only partially fulfilled, action may be taken to apply appropriate financial penalties.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of said leave of absence.</p> <p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority and retirement fund payments.</p>
SC 1167	
SC 1166 SC 1168	
SC 1168	
SC 522.1	

