

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: November 15, 2011

REVISED:

	338. SABBATICAL LEAVE
1. Purpose	This policy shall <b>establish the district's parameters for granting</b> sabbatical leaves for <b>restoration of health for eligible</b> employees.
2. Authority SC 1166	<b>The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.</b>
SC 1171	The Board reserves the right to specify the conditions under which sabbatical leaves <b>for restoration of health</b> may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical leave, an employee shall have <b>completed</b> ten (10) years of satisfactory service in the <b>public schools of the</b> Commonwealth; at least five (5) consecutive years of <b>such</b> service <b>shall be in</b> this <b>school</b> district.
SC 1166	<b>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.</b>
SC 1167	<b>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.</b>
	<u>Application</u>
	<b>Requests for</b> sabbatical leave shall be <b>submitted</b> on the approved district form <b>and forwarded with medical documentation</b> to the Superintendent <b>or designee as soon as possible.</b>
	The Board shall <b>review</b> each application for sabbatical leave <b>and</b> shall approve <b>those meeting the requirements of adopted policy.</b>

<p>SC 1171</p>	<p><b><u>Documentation</u></b></p> <p><b>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</b></p> <p><b>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.</b></p> <p><b>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.</b></p>
<p>SC 1168</p>	<p><b><u>Commitment Of Employee</u></b></p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following <b>the sabbatical</b> leave for one (1) full school year, unless physically or mentally unable to do so.</p> <p><b>The Board 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.</b></p>
<p>SC 1168</p>	<p><b><u>Commitment Of Employer</u></b></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 the leave.</p>
<p>SC 1170</p>	<p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund <b>purposes but for no other purpose.</b></p>
<p>SC 1169</p>	<p><b><u>Compensation</u></b></p> <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>

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