

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: June 20, 1994

REVISED: December 20, 1999

# FAIRVIEW SCHOOL DISTRICT

338. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166  SC 1171	The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.  The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical leave, an 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 school district.
SC 1166	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 option of the employee.
SC 1167	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.  Application for sabbatical leave for a full school term, or for the first half of a school term must be submitted to the Superintendent before April 1 of the preceding year, unless the medical need for the leave is not known by that date. If the need develops after April 1, the Board shall waive the April 1 deadline if all other requirements are satisfied. This date has been changed to be consistent with the negotiated professional contract. Requests for sabbatical leave for purposes of illness, for the second half of a school term only, must be made before December 1, unless the medical need for the leave is not known by that date. If the need develops after that date, the Board shall waive the December 1 deadline if all other requirements are satisfied.

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	<p>The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.</p> <p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>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, 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. These examinations shall be at District expense and may be conducted by the employee's physician.</p> <p>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.</p> <p><u>Commitment Of Employee</u></p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so.</p> <p>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.</p> <p>Compensable employment may not be engaged in while the employee is on sabbatical leave, if the duties or hours of that employment would have been inconsistent with the employee's performance of his regular, full-time duties had the employee not been on leave.</p>
SC 1168	<p><u>Commitment of Employer</u></p> <p>At the expiration of the sabbatical leave, the employee shall, have such return rights as are provided by law. Employees on leave shall, generally, enjoy such rights in connection with leave as are provided by law.</p>

